



TENT PERMIT REQUIREMENTS

APPLIES TO ALL TENTS, 144 SQ. FT. OR LARGER

1. Complete application in its entirety **where applicable**. Be sure to print your name, address, phone and include the property index number in the lower left-hand corner and include the property index number.
2. Submit **three current Plats of Survey** of the property.
3. Submit **three Site Plans** showing:
 - Minimum ten foot separation from all other structures.
 - Tent poles must be stayed with wire rope.*
 - No smoking allowed, signs must be posted, indicate location(s).
 - Owner must provide a fire watch and submit documentation of such.
 - Tent area shall be cleared of combustibles.
 - Grandstands limited to 12 feet in height.
 - Maximum occupancy signs must be posted and enforced.**
 - Fully dimensioned floor plans showing all exists, fire extinguishers, seating, booths are required.

***Note:** Tents with noncombustible self-supporting rigid structural members can be used in lieu of combustible supports stayed with wire rope.

****Note:** Occupancy is calculated as "assembly occupancy" the maximum occupancy content is the greater of:

 1. Gross square feet/15 or
 2. Net square feet of open areas/6 + balance of a tent area/15

Exit capacity must be provided for maximum occupancy content per above calculations.
4. A Certificate of Insurance is required.
5. Current Certificate of Flame Resistance is required.
6. Fire extinguishers and their location must be provided.
7. Letter and/or contract for port-a-potties at sites (minimum of two).
8. A Letter of Intent from Electrical Contractor (no drop cords).
9. A minimum deposit of 1/10 of 1% of the total estimated cost of work or \$25.00 (whichever is greater).

Any signs used to advertise the sale/event/activity also requires a permit.