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## Application for Tent / Canopy Permit

Application# \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Location of Tent/Canopy: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Set-up Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Completion Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**This application must be completed and returned to Central Permitting, prior to the issuance of the permit.** A site inspection will be conducted to verify compliance. Please allow (7) working days for processing. There will be a permit fee assessed for the tent(s). Permit fees shall be paid after reviewed has been completed. The following items are required to be submitted with this application:

- 1 Site plan showing location of tent/canopy on property and distance from buildings.
- 2 Number of tents/canopies including dimensions of each and whether the tent will be equipped with enclosed sides.
- 3 Proposed use of each tent/canopy.
- 4 Flame resistant certificate for each tent/canopy.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date