

Inspection/Permit Fee.....\$185.00 hourly rate  
Fee for Saturday or Sunday Inspections \$370.00

Plan Check Fee.....\$00.00

**TENTS, CANOPIES AND TEMPORARY  
MEMBRANE STRUCTURES APPLICATION**

**The following information shall be provided in order to process tent / canopy permit.**

**Address of Event:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone No.:** \_\_\_\_\_

**Mailing Address of Contact Person:** \_\_\_\_\_

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1. Date of Event: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_  
Date tent being erected: \_\_\_\_\_ Date Down: \_\_\_\_\_
  2. Size of Tent(s): \_\_\_\_\_
  3. Number of people anticipated: \_\_\_\_\_
  4. Type of Tent: \_\_\_\_\_
  5. Is a Temporary Event License required for the Event: \_\_\_\_\_
  6. Is the Event open to the public: \_\_\_\_\_
  7. Entertainment – What type: \_\_\_\_\_
  8. Is admission being charged: \_\_\_\_\_
  9. Cooking (how prepared): \_\_\_\_\_
  10. Will there be dancing: \_\_\_\_\_
  11. Source of power: \_\_\_\_\_
  12. Source of heat: \_\_\_\_\_
  13. Ground cover: \_\_\_\_\_
  14. A plot plan indicating the tent and/or canopy dimensions, and distances from other tents and/or canopy buildings, vehicle parking areas and roadways shall be provided.
  15. A seat arrangement plan, if applicable, indicating the numbers of seats, seat spacing, aisle location widths, exit widths locations and exit sign location shall be provided on a floor plan.
  16. A table arrangement plan, if applicable, indicating number of tables, table dimensions and locations, locations and width shall be provided on the floor plan.
  17. Number, type rating and locations of portable fire extinguishers shall be indicated on the floor plan.