

Temporary Structures Operating Permit Application

Environmental Health & Safety Office

Phone: 386-7997 Fax: 386-7960

Please Note: Temporary Structures are Tents, Canopies, inflatable structures or Carnival Rides.

Name of Department Requesting Permit: _____

Contact Info. Name, Number, E-mail: _____

Setup Details:

Set Up Date: _____

Removal Date: _____

Size of Structure: _____

Side Walls used for Tents/Canopies: _____

Structure to be used for: _____

Occupant Load: _____

Anchor Type: _____

Location of Temporary Structure: _____

Note: Temporary Structures shall not be located within 20 feet of buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines. Keep clear of power lines!

The location of any outdoor cooking equipment, LP gas or generators to be utilized:

Submissions:

A copy of the Flame Resistant Treatment Certification for each Temp. Structure proposed.

Floor Plan:

A detailed site and floor plan for tents / canopies with an occupant load of 50 or more shall be provided with each application for approval. The tent, canopy or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. Max Occupancy must be posted near main entrance / exit. All exits must be clearly marked.

Note:

Portable fire extinguishers shall be provided in all tents / canopies. Number TBD by size of tent.