



## Building Department

# TENTS, CANOPIES & MEMBRANE STRUCTURES

PERMITS ARE REQUIRED FOR TEMPORARY TENTS, CANOPIES AND MEMBRANE STRUCTURES THAT ARE GREATER THAN 10' X 12' OR FOR ANY SIZE TENT OR MEMBRANE STRUCTURE THAT IS USED FOR THE SALE OF CHRISTMAS TREES, FIREWORKS, PUMPKINS, TOYS, FLOWERS, EVENTS, ETC.

### PROVIDE THE FOLLOWING ITEMS FOR REVIEW:

- PERMIT APPLICATION FROM QUALIFIED APPLICANT; GC, CBC, RC OR TS
- SITE PLAN SHOWING LOCATION OF PROPOSED TENT
- ENGINEERED TIE-DOWNS FROM AN ENGINEER OR ARCHITECT; SIGNED AND SEALED
- WIND MANAGEMENT PLAN FOR HVHZ
- CERTIFICATE OF FLAME RESISTANCE; LABEL MUST BE AFFIXED TO THE MATERIAL
- AUTHORIZATION LETTER FROM PROPERTY OWNER, SIGNED AND NOTARIZED
- ELECTRICAL PERMIT IF GENERATOR IS BEING USED
- IF PORTABLE BATHROOMS ARE USED; MUST BE ADA COMPLAINT
- ADDITIONAL ITEMS ARE REQUIRED FOR FIREWORKS SALES - SEE PER FIRE MARSHALL

FOR THIS PURPOSE, THE TERMS TENTS, CANOPIES AND MEMBRANE STRUCTURES ARE CONSIDERED THE SAME; UPDATED  
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