GENERAL INSTRUCTIONS FOR TENTS AS TEMPORARY STRUCTURES

Tents, membrane structures and other structures erected for a period of less than 180 days. Those erected for a longer period of time shall comply with the separate requirements for a membrane structure as governed by Section 3103 of the International Building Code.

1. **A Permit Is Required For Temporary Structures That Meet At Least One Of The Following:**
   A. Covers an area in excess of 120 square feet.
   B. Used or intended to be used for the gathering together of ten or more persons.

   **Exception:** Tents used exclusively for recreational camping purposes shall be exempt from the above requirements.

2. **Documents Required When Applying For Permit:**
   A. A completed accessory permit application signed and dated
   B. A site plan indicating the location of the temporary structure
   C. Information delineating the means of egress from the temporary structure
   D. Occupant load
   E. Flame resistance certification

   **Certification:** An affidavit or affirmation shall be submitted to the code official and a copy retained on the premises on which the tent or air supported structure is located. The affidavit shall attest to the following information relative to the flame resistance of the fabric:
   1. Names and addresses of the owners of the tent or air supported structure.
   2. Date the fabric was last treated with flame resistant solution.
   3. Trade name or kind of chemical used in treatment.
   4. Name of person or firm treating the material.
   5. Name of testing agency and test standard by which the fabric was tested.

4. **Portable Fire Extinguishers:**
   1. At least one portable fire extinguisher with a minimum 4-A rating or two portable fire extinguishers with a minimum 2-A rating each shall be provided.
   2. Portable fire extinguishers shall bear the label of an approved agency, be of an approved type and be installed in a visible location to which the occupants have access.

5. **Fire Hazards:**
   1. Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structure.
   2. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of the tent, canopy or membrane structure.
Building Permit Application for Existing and Accessory Structures

Permit No. ____________________

**CUSTOMER DATA**

Name of Owner: ______________________________________________________
Property Address: ____________________________________________________
Daytime Phone #: ___________________ Cell #: _________________________
Subdivision: _________________________________________________________

**CONTRACTOR DATA**

Name of Contractor: ___________________________________________________
Address of Contractor: ________________________________________________
City: ______________________ State: ____ Zip: __________________________
Daytime Phone #: ___________________ Cell #: _________________________

**PROPOSED PROJECT DATA**

TOTAL OVERALL COST: $ ________________________________

**DESCRIPTION OF WORK:**

Existing Structure:
- (5) Remodel / (10) Demolition / (9) Re-roof
- (4) Addition / (11) Plumbing work / (11) Electrical work
- (11) Radon Mitigation / (4) Garage/attached / (3) Garage/detached

Accessory:
- (3) Fence wood chain link other - __________________________
  - new replacement / height 3’ 4’ 5’ 6’
- (3) Patio size X / concrete pavers
- (3) Deck / (3) Pergola / (3) Service Walk / concrete pavers
- (3) Driveway asphalt concrete
- (3) Shed size X / pre-built built on site
- (3) Swimming Pool above ground in ground
- (11) Other - describe ___________________________________________
- (19) Temporary Pool
- (21) Lawn Irrigation

**CERTIFICATION**

The applicant agrees to conform to all applicable laws of this jurisdiction. I also agree that all work performed under this permit will be in accordance with the plans and specifications which accompany this application, except for such changes as may be required by the inspection officials.

Signed: ____________________________________________________________
Signature of Owner or Owner’s Agent

____________________________                                    _________________________
DATE

**PERMIT APPROVED BY:**

Building Inspector ________________________________ Date __________________