



# Application to ERECT OR OPERATE A TENT, TEMPORARY MEMBRANE STRUCTURE, OR CANOPY

**Bureau of Fire Prevention – City of Lincoln**

555 S 10<sup>th</sup> St. Rm 203 • Lincoln, NE 68508-3995 • [Building & Safety Website](#)

Phone No. 402-441-7791 • Fax No. 402-441-6442 • 24-Hour Inspection Line 402-441-8213

TP# \_\_\_\_\_

Tents, canopies, and temporary membrane structures having an area in excess of 400 sq. ft. (37m<sup>2</sup>) shall be in accordance with Chapter 31 of the 2012 International Fire Code.

**APPLICATION IS HEREBY MADE BY THE UNDERSIGNED FOR:**

- TENT** – Permit Fee: \$110
- CANOPY** – Permit Fee: \$110
- TEMPORARY MEMBRANE STRUCTURE** – Permit Fee: \$110
- ASSEMBLY** – If a Tent, Canopy, or Temporary Membrane Structure is used for an Assembly of 50 or more persons, check the appropriate box below for the number of days requested. This is the fee that applies.  
 Number of days:     1-30 Days – Fee: \$110       31-60 Days – Fee: \$160       61-90 Days – Fee: \$210

<b>PERMIT FEES</b>
Permit Fee Paid: \$ _____
Date: _____

**APPLICANT INFORMATION:**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Company/Business Name (if applicable) \_\_\_\_\_

Street Address \_\_\_\_\_

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

**TENT, CANOPY, TEMPORARY MEMBRANE STRUCTURE, OR ASSEMBLY INFORMATION:**

Location on Lot \_\_\_\_\_

Address if Different than Applicant Address \_\_\_\_\_

Describe Contents or Use \_\_\_\_\_

Size \_\_\_\_\_

Dates of Use \_\_\_\_\_

**TENT SUPPLIER INFORMATION:** Company furnishing the tent, canopy, or temporary membrane structure will provide a Fire Resistant Certificate.

Name of Tent Supplier \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

- Attach Fire Resistant Certificate to this application.
- Attach Site Plan that includes location of buildings in relation to property lines, parking lot, and number of parking stalls.
- Complete plans and construction detail must be filed on all major projects when requested.

**Conditions, surroundings, and arrangements to be in accordance with all applicable Zoning and Fire Prevention regulations.**

**APPLICANT SIGNATURE** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Building &amp; Safety Approval</b>	
Building Services:	Bureau of Fire Prevention:
_____	_____
Reviewer Signature	Reviewer Signature
_____	_____
Date	Date

## TENT PERMIT CHECKLIST

- 2 site plans (must be all inclusive of the premises) NO HAND DRAWN SITE PLANS ACCEPTED. AERIAL VIEW OF COMPLETE PROPERTY ADDRESS & A CLOSER VIEW OF PROPERTY WHERE TENT WILL BE LOCATED WITH DISTANCES FROM TENT TO ALL STRUCTURES/PROPERTY LINES SHOWN ON SITE PLAN.
- Setbacks to the property line are shown on site plan
- # of parking stalls available on site \_\_\_\_\_ STALLS
- # of parking stalls used by the tent and/or display NO PARKING WITHIN 20 FEET OF TENT, PARKING STALLS WITHIN THIS AREA WILL BE COUNTED AS STALLS USED BY TENT AND/OR DISPLAY \_\_\_\_\_ STALLS
- Distance of tent from all structures on the premises shall be shown on site plan
- Zoning Code does not allow tent/structure or display area to be located in required yards
- Fire Code does not allow tent/structure to be located within 20 feet of property line, buildings, temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines **Unless approved by the Bureau of Fire Prevention**
- Current Flame Retardant certificate is attached
- Call out on Plan: Fire Extinguisher Provided - (**Minimum 2A Rating**)
- Minimum of 2 exits are shown on drawing (occupancy of more than 10)
- "No Smoking" signs to be posted **Retail Firework tents shall include signage:**  
**"No Firework discharge within 300 ft"**
- Electrical cords to be installed in accordance with the National Electrical Code
- Contact Person's Name & Phone # \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**