

## TENT PERMIT CHECKLIST

- 2 site plans (must be all inclusive of the premises)
- Setbacks to the property line are shown on site plan
- # of parking stalls available on site
- # of parking stalls used by the tent and/or display
- 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 Name & Phone # \_\_\_\_\_

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

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