

APPLICATION TO ERECT OR OPERATE A TENT, TEMPORARY MEMBRANE STRUCTURE, OR CANOPY

**CITY OF
LINCOLN**
NEBRASKA
lincoln.ne.gov

BUILDING & SAFETY DEPARTMENT
Bureau of Fire Prevention
555 S. 10th St., Suite 203, Lincoln, NE 68508
P: 402-441-7521



TP# _____

Tents, canopies, and temporary membrane structures having an area in excess of 400 sq. ft. (37m²) shall be in accordance with Chapter 24 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

PERMIT FEES
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** _____

<p>Building & Safety Approval</p> <p>Building Services: _____</p> <p>Reviewer Signature _____</p>	<p>Bureau of Fire Prevention: _____</p> <p>Reviewer Signature _____</p>
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 the 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 STALL 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 Feet”
- Electrical cords to be installed in accordance with the National Electrical Code
- Contact Person’s Name and phone # _____

Signature of Applicant _____ Date _____