

APPLICATION

Tents and/or Membrane Structures

REV. 01/26



Bureau of Fire Prevention
555 S. 10th St., Suite 203, Lincoln, NE 68508
Phone (402) 441-7521

TP Permit Number (OFFICE USE)

ALL fields are required to be completed. If fields are left blank, the application may be **DELAYED**.

Tents and membrane structures exceeding 400 sq.ft. shall not be erected, operated, or maintained without first obtaining a permit and approval.

Only 1 permit will be required PER SITE. If this permit covers MULTIPLE tents, only 1 permit / 1 fee (\$140) is required if ALL the following applies:

- The operators are the same for ALL permitted tents.
- The SITE consists of ONE legal address.
- The range date of the event is the same for ALL tents on that site.

Please select which type(s) of permit this application applies to:

Tent(s) QTY? _____

Membrane Structure(s) QTY? _____

Tent(s) for ASSEMBLY USE QTY? _____

NOTE: ASSEMBLY USE means; Tents that exceed 750 sq.ft. used for the gathering of individuals.

(select the days to be erected) 1 - 30 Days 31 - 60 Days 61 - 180 Days

PERMIT FEE		FEES DUE
Tent(s) / Membrane Structure(s)		\$140.00
Tent(s) for Assembly Use		\$
- 1 - 30 Days Erected	\$140.00	\$
- 31 - 60 Days Erected	\$195.00	\$
- 61 - 180 Days Erected	\$250.00	\$
A LATE FEE will be charged if applications are not submitted at least 5 days BEFORE the tent / structure is to be erected.	\$50.00	\$
	TOTAL FEE	\$

Application is hereby made to erect, operate, or maintain a tent or membrane structure. It is agreed that all rules, regulations, and ordinances of the City of Lincoln, now in effect, will be complied with.

HARDCOPY SUBMITTAL - Please submit this application, (2) copies of the required documents (stated above), and the associated fees at the time of permit submittal.

ELECTRONIC SUBMITTAL - Please email this application to FirePermits@lincoln.ne.gov. Once the Bureau of Fire Prevention processes this application, the applicant will be notified (via email) to pay the associated fees and to UPLOAD all necessary documents into [Citizens Access](#) under the permit number.

REQUIRED DOCUMENTS (for review):

- An (aerial) site plan that indicates the location and setback distances to all nearby buildings, streets, and property lines. The site plan shall also indicate the remaining parking stalls available onsite.
- A diagram / floor plan indicating USE of tent (i.e. tables, chairs, stage, etc....) and all exits and exit width (in inches) from the tent.
- Flame spread retardant certificate.

TENT(S) AND MEMBRANE STRUCTURE(S) INFORMATION

Date(s) of Use: _____ Address (street/city/state/zip): _____

Size: _____ Describe Content AND Intended Use: _____

Size: _____ Describe Content AND Intended Use: _____

Size: _____ Describe Content AND Intended Use: _____

APPLICANT INFORMATION: (The applicant **MUST** be the company / individual erecting the tent or membrane structure)

Name: _____ Company Name (if applicable): _____

Address (street/city/state/zip): _____

Phone Number: _____ Email Address: _____

APPLICANT SIGNATURE: _____ **Date:** _____

TENT OPERATOR INFORMATION: (Tent operators are the individual(s) responsible for the activities associated w/ the tent on the day(s) of the event)

Name: _____ Company Name (if applicable): _____

Address (street/city/state/zip): _____

Phone Number: _____ Email Address: _____

TENT OPERATOR SIGNATURE: _____ **Date:** _____