

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		FEE 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:** _____