# TENTS, CANOPIES AND OTHER MEMBRANE STRUCTUES

\*\*OPERATIONAL PERMIT\*\*

|  |  |
| --- | --- |
| Name of the event:  |       |
| Type of event: | [ ]  Carnival [ ]  Festival [ ]  Fireworks [ ]  Other describe:       |
| Location of the event: |       |
| Date(s) of Event: |       | Hours of Event:       |
| Estimated peak attendance: |       |
| Event website: |       |
| Purpose of the event: |       |
| Name of sponsoring organization(s): |       |
| Contact person(s) from sponsoring organization: |       |
| Organizer address(es): |       |
|  | City:       State:       Zip:      | Phone:       |
|  | Cellular phone:       | E-mail:       |
| Emergency contact information (provide mobile numbers for on-site coordinators during event): |
|  | 1st Contact:       | Phone:       |
|  | 2nd Contact:       | Phone:       |

Large outdoor public assemblages such as yours have unique characteristics and require special planning to maintain an acceptable level of life safety. The availability of a permanent structure to evacuate the attending public and staff in the event of severe weather or other emergency is highly recommended. Public safety must be your highest priority. It is the operator and property owner’s sole responsibility for the safety of those in attendance. Because of the potential for severe weather, public disobedience and other emergencies, you the operator must implement and follow your “Emergency Action Plan” (EAP) if necessary.

 Tents and stages are dangerous in significant winds and severe weather. NO ONE should be allowed to take shelter on a stage or in a tent or canopy to seek refuge in severe weather. You the operator must provide adequate warning so all persons can safely get to the designated shelter, their cars or to a place of safety. Most injuries occur at events such as yours because of indecision and delays in implementing the EAP. At many events adults or children are dropped off by parents or may have walked to the event. You the operator must take this factor into account in your EAP. In the event of a fire, injuries or other emergencies dial 9-1-1.

\*\*\*\*\* PLEASE SEE SECOND PAGE ON BACK \*\*\*\*\*

|  |  |  |
| --- | --- | --- |
| TENT/CANOPIES FINAL INSPECTION: | [ ]  YES | [ ]  NO |
| INSTALLER OF TENT OR CANOPY: |       |
| MANUFACTURER OF TENT/CANOPY: |       |
| MODEL NUMBER OF TENT/CANOPY: |       |
| SERIAL NUMBER OF TENT/CANOPY: |       |
| BALLASTING USED: | [ ]  YES | [ ]  NO |
| SOIL CONDITIONS: | [ ]  DRY [ ]  WET [ ]  OTHER:       |
| ADDITIONAL INSPECTIONS NEEDED: | [ ]  YES | [ ]  NO |

Any tent or canopy subjected to winds in excess of 35mph, snow, hail, heavy pooling of rain or physical damage shall be re-inspected by the installer.

REVOCATION OF PERMIT

**The fire code official is authorized to revoke an “Operational Permit”** issued under the provisions of this code when it is found by inspection or otherwise that there has been a false statement or misrepresentation as to the material facts in the application or construction documents on which the permit or approval was based including, but not limited to, any one of the following:

1. The permit is used for a location or establishment other than that for which it was issued.
2. The permit is used for a condition or activity other than that listed in the permit.
3. Conditions and limitations set forth in the permit have been violated.
4. There have been any false statements or misrepresentations as to the material fact in the application for permit or plans submitted or a condition of the permit.
5. The permit is used by a different person or firm than the name for which it was issued.
6. The permittee failed, refused or neglected to comply with orders or notices duly served in accordance with the provisions of this code within the time provided therein.
7. The permit was issued in error or in violation of an ordinance, regulation or this code.

I, the undersigned, understand and agree to abide by the conditions of this permit:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Organizer/Promoter | Signature | Title | Date |
|  |  |  |  |
| Property Owner | Signature | Title | Date |

THIS PERMIT IS APPROVED BASED ON ADHERANCE TO THE CONDITONS STATED HEREIN AND ATTACHED.

BRAD BUTLER FIRE MARSHAL DATE