



APPLICATION CHECKLIST

SPECIAL EVENT TENT/CANOPY

TENTS - 400 SF and above; CANOPIES – 700 SF and above, AIR INFLATED membrane structures

SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

No work shall be done prior to approval and issuance of permit.

1. PLANS – combine the following 8 ½ x 11 format items into one file labelled “Tent” or “Canopy”

Application

- o Complete Tent/Canopy Application

Site Plan

- o Parcel lot lines and address
- o Location and size of proposed tent(s) or canopy
- o Structures near tent(s) or canopy

Tent/Canopy Documents

- o Certificate of Flame Resistant
- o Fire rating
- o Code Sheets (exiting, egress, occupant load, seating, type of heater or electrical equipment) per the 2018 International Fire Code 3103.6
- o If occupant load is over 50 you will need an “Analysis of Structural Stability” per the 2018 International Fire Code 3103.6

Air Inflated membrane structures will have additional requirements per the 2018 International Fire Code 3103.10. Contact the Fire Department prior to submittal at 928-777-1445.

Notes:

Applicant:	Property Address:	Permit #
Event Contact:	Inspection Date:	Date Submitted: