



TEMPORARY TENT PERMIT GUIDELINES

Permits are required for all tents over 120 s.f. that are erected on private property
(The Department of Public Service shall issue permits for tents erected within the public right of way.)

OBC Building Permits must be issued to a general contractor.

Tents shall not be installed and used for more than 30 consecutive days.

A plan review by the Building and Housing Department and Fire Prevention Division will be required for tents where one or more of the following conditions exist.

- **Tent will be over 700 s.f.**
- **Tent is not open on all sides**
- **Occupant load greater than 50**
- **Located within 20 feet of another tent, building, accessory structure or property line**

The following information is required for a plan review:

- **Site plan (scaled)**
- **Floor plan (scaled)**
- **Seating plan with aisle dimensions (scaled)**
- **Flame certificates**
- **Anchoring details**
- **Description of use**
- **Location of heating and electrical equipment**
- **Number of occupants**

Separate permits may be required from:

- **Health Department, for food service.**
- **Fire Department, for flammable and combustible liquids.**
- **Parks and Recreation, for temporary use of city owned property.**

City Planning and Landmarks approval is not required if tents will be erected less than 7 days.

Special events, if not a documented annual event, shall require a signed statement from the property owner.

Applicants claiming charitable status, must provide evidence of status *i.e.* IRS tax exemption.