



CITY OF SAINT PAUL
 Department of Safety and Inspections
 Fire Safety Inspection Division

375 Jackson Street, Suite 220
 Saint Paul, Minnesota 55101-1806
 Phone: 651-266-8989 Fax: 651-266-9124

**TENTS/CANOPIES
 PERMIT APPLICATION**

APPLICATION INSTRUCTIONS: This application must be completed by event sponsor and submitted not less than **15 days prior** to the event.

* * Individual Tents in excess of 200 sq. ft. * *

* * Individual Canopies in excess of 400 sq. ft. * *

CANOPY- *A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75% or more of the perimeter.*

TENT- *a structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.*

STRUCTURE TENTS or AIR-SUPPORTED STRUCTURES (sometimes called Clearspan tents) - *An air-inflated, air-supported cable or frame-covered structure as defined by the international building code or is attained by air pressure, and occupants of the structure are within the elevated pressure area and not otherwise defined as a tent or canopy will require a [Building Permit](#).*

Incomplete information will result in rejection of application. No work can begin prior to approval.

Type of Structures: Tents Canopy Structure Tents: [PLEASE USE BUILDING PERMIT](#)

Date of Event: _____

Address or Location of Event: _____

Sponsor: _____

Contact Person: _____ Phone: _____

Tent Supply Company: _____

Tent Supply Company Contact Person: _____ Phone: _____

Number of Tents or Canopies Uses: _____

Size of Tent or Canopy: _____ L X _____ W = _____ TOTAL SQFT

*** * Provide information for each tent or canopy on site, attach additional sheets if required * ***

