

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 <u>Building Permit</u>.*

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

Type of Structures: Tents Canopy	Structure Tents: <u>PLEASE USE BUILDING PERMIT</u>
Date of Event:	
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 * *

Will there be Side Enclosures Placed on the Tent?	Yes No	How Many Sides?									
Will the Tent be Used After Dark ? Yes	No										
Will there be Heating , Cooking or Propane use in	or near the tent or ca	nopy? Yes No									
Will there be Electrical Generator use in or near the	he tent or canopy?	Yes No									
Inspector may require a Site Plan to be provided indicating tent or canopy locations on site.											
I understand and agree to comply with all provise requirements of the issuing authority.	sions of this permit,	applicable codes and the									
Signature of Event Representative:		Date:									

* * Tent / Canopies Permit Fee * *

- \gg \$125.00 for the first 3,000 square feet or fraction there of total tent and canopy area
- \gg \$3.00 per additional 1,000 square feet or fraction there of over 3,000 square feet

Signature of Cardholder (required for all charges):															
☐ AMEX ☐ Discover ☐ MasterCard ☐ Visa					Security Code ►			Expiration Month/Yea▶							
Enter Account Number ▶ ▶															