



# 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 \* \***



**SAINT PAUL**  
SAFETY & INSPECTIONS

**FIRE SAFETY INSPECTION DIVISION**

375 Jackson Street, Suite 220  
Saint Paul, MN 55101-1806  
Tel: 651-266-8989 | Fax: 651-266-9124  
Visit our web site: www.stpaul.gov/dsi

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 canopy?    Yes                  No

Will there be **Electrical Generator** use in or near the 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 provisions of this permit, applicable codes, and the requirements of the issuing authority.**

Signature of Event Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\* Tent / Canopies Permit Fee \*\***

➤ **\$131.00 for the first 3,000 square feet or fraction there of total tent and canopy area**

➤ **\$3.00 per additional 1,000 square feet or fraction there of over 3,000 square feet**

Signature of Cardholder (required for all charges):																		
<input type="checkbox"/> AMEX <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa								Security Code ▶					Expiration Month/Year ▶					
BILLING ZIP CODE _____																		
Enter Account Number ▶▶																		

*Effective April 3, 2021, a 2.49% service fee will be charged for all credit or debit card transactions and will appear as a separate transaction on your card statement. This fee is charged by the service provider DSI uses to handle credit card transactions. The City does not receive any of the fees.*