



TENT PERMIT APPLICATION

(USE FOR TENTS, CANOPIES, AND OTHER MEMBRANE STRUCTURES)

Form revised 2/4/2019

TENT INFORMATION

Site Address: _____

Proposed Use of Tent: _____

Will there be any cooking, heating, or open flames in any structures? No Yes (explain below): _____

Type of Structure/s:

- Tent** (200 sf +)
Number of tents: _____ Square footage of each tent: _____
- Canopy** (400 sf +)
Number of canopies: _____ Square footage of each canopy: _____
- Other membrane structure** (please explain): _____
Number of structures: _____ Square footage of each structure: _____

Submit permit fee of \$25 per tent, canopy or membrane structure with this application. # of structures: _____ X \$25.00 = \$ _____

PROPERTY OWNER INFORMATION

Owner: _____ Contact Name: _____

Address: _____ Phone: _____

CONTRACTOR INFORMATION (if applicable)

Contractor: _____ Contact Name: _____

Address: _____ Phone: _____

APPLICANT INFORMATION

Applicant is: Owner Contractor Other: _____

Please complete if applicant is not property owner or contractor: Contact Name: _____

Address: _____ City/State/ZIP: _____

Phone: _____ Fax: _____

Email: _____

The Fire Marshall may inspect the temporary structures permitted through this application at any time. Tents and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining a permit. All such structures must be listed on this permit application. A minimum of one, 2A 10BC fire extinguisher is required for each tent or canopy. Additional fire extinguishers may be required due to the size of the structure, the activities within the structure, or for the material on display or demonstrated. The applicant shall adhere to the regulations and ordinances set forth by the Town of Northlake and the Roanoke Fire Department/Argyle Volunteer Fire Department as they pertain to the item being permitted under this form. The applicant further agrees to release the Town of Northlake, the Roanoke Fire Department/Argyle Volunteer Fire Department and any officials, duly acting as such of any responsibility for consequences resulting from the conditions allowed under this permit. The applicant shall be financially responsible for any and all conditions resulting from this permit. The applicant hereby certifies that this application has been read and examined and know the same to be true and correct and that all provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

Stamp Received

Permit #: _____
 Issue Date: _____
 Approved by: _____
 Title: _____
 Total Fee Paid: _____
 Receipt #: _____
 Revenue Account #: 100-41150-00-00 VNDRS