

Town of Hancock Tent Permit Application

Required for tents 400sq ft and over (20x20 and up)

Application must be paid and obtained before tent is erected or work is started. Minimum of 2 business days notice must be given to Inspector in advance of tent erection.

Fee: \$50.00

Permit #: _____ -TENT

Paid Date: _____

Map & Lot # : _____

Paid Sales Receipt #: _____

The undersigned, property owner or authorized representative of property owner:

Applicant Name: _____

Address: _____

Phone: _____ Email: _____

Location of event (# & street): _____

_____ I am the owner of the property _____ I am the authorized agent

Applicant Signature: _____

Tent Size Square Feet - Dimensions: _____

Occupancy Load of Tent: _____ **50+ Requires Place of Assembly Inspection**

Date of Tent Erection: _____

Date(s) of Tent Event: _____

Description of event or tent use: _____

Are you renting the tent (CIRCLE): Yes - or - No

Tent Rental Company Name: _____

Rental Contact Name: _____

Phone: _____ Email address: _____

FOR DEPARTMENT USE ONLY to be completed by inspector

Required Documents: *insert check mark or N/A*

____ Certificate of Flame proofing or labeling on tent

____ Occupancy/Use Group Classification of tent, IBC (3103.1) NFPA 101 (11.11.2.1) & 102 (8.1.2)

____ Structural / Construction Documents, IBC (3102.2); NFPA 102(8.2)

____ Anchoring Type, Stakes and or Ballast, Load documentation required for over 300 occupants

____ Seating Plan for Assembly permit for 50 or more occupants (Fire Chief)

____ Emergency Evacuation Plan

____ Required Fire Extinguishers, No Smoking Signs, Exit Signs or Emergency Lighting

____ Place of Assembly Permit from Fire Department

_____ **Approved**

_____ **Denied**

Building Inspector or Designee (Fire Chief) PRINT: _____

Signature: _____ Date: _____

Reason for Denial: _____