

# 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: \_\_\_\_\_