



Tent Permit Application

Bureau of Permits and Inspections
900 E. Broad Street Room 110
Richmond, VA 23219
804-646-4169

Permit # **B** _____ Building Zoning Planning Public Works

Historical District Violations on Property Delinquent taxes Flood Plain ChesBay

Use Group: **A5 (Outdoor Assembly)** Improvement Type: **AL1** Cost: **Contractors Cost**

Job Address: _____

Property Owner's Name _____ Telephone # _____

Contractor's Name: _____

Contractor's Address: _____ Telephone # _____

License Type: _____ Class A B C State License #: _____

Date of Installation: _____ Date of Removal: _____ No. of Days Used _____

Three Copies of the following information MUST be submitted with this application:

- Detailed Site Plan identifying proposed tent location(s) on property and distances from other structures
- Flame Resistance Certificate for each tent
- Interior floor plan detailing the proposed exits, path of egress, seating, heating and electrical equipment
- Locations of Fire Extinguishers
- Location of Emergency Lighting/Exit Sign(s)
- Layout of cooking equipment

Describe the tents to be used at this location:

Length		Width		Total Square Feet
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____

Cost of Job: \$ _____ Will the tent(s) have sides?: _____

Describe the use of the tent(s): _____

Proposed Occupant Load _____ Will there be stages or platforms? _____

Applicant Name: _____ Telephone #: _____

Address: _____ Suite/Apt. # _____

City: _____ State: _____ Zip: _____ Mobile #: _____

Email Address: _____ Fax #: _____

Applicant Signature _____ Date: _____

Office Use Only:

Permit Fee: _____ Fee Received: _____ Receipt #: _____

Cash Check Credit Card Authorization #: _____