

TENTS (Temporary Structures)

PROJECT INFORMATION / CHECK LIST

Note to Applicant: This checklist is part of the application for permit and shall be included with your submission along with all other required documentation.

Property Address: _____

Name of Applicant: _____

Is the applicant the owner? ☐ Yes ☐ No

Purpose for the tent: _____

The total estimated cost to erect the tent(s) including labor & material is:

\$ _____

NOTE: If you are doing the work yourself, a fair market labor cost must be included for your time.

Is this tent: ☐ Commercial ☐ Residential

Is the tent in a flood zone? ☐ Yes ☐ No

What size is the tent? (square feet) _____

NOTE: If multiple tents are being proposed, include the square footage of each tent separately.

How many people will occupy the tent? _____

Will electricity be supplied to the tent? ☐ Yes ☐ No

Method of supplying electricity _____

Will lighting be supplied to the tent? ☐ Yes ☐ No

Method of supplying light _____

Will heat be supplied to the tent? ☐ Yes ☐ No

Source of Heat: _____

Will the tent have sides? ☐ Yes ☐ No

Will food be cooked in the tent? ☐ Yes ☐ No

How will the tent be anchored? _____

Date of Tent Install: _____ Date of Tent Removal: _____

Hours of Use _____

The following information shall be provided with your application. All documents should contain the property Owner's name and the project address. :

- ☐ Building permit application is completed
- ☐ Two sets of all required documentation are provided*
- ☐ Cost estimate is provided
- ☐ Property taxes are current
- ☐ Utility Commission sewer fees are current
- ☐ Plot plan showing the location of the proposed tent(s) and distances from the tent to other structures, including other tents.
- ☐ Tent Vendor's Workers' Compensation Insurance Certificate
- ☐ Certificates of Flame Resistant Treatment

* Please note that a permit is also required from the Waterford Fire Marshal's Office. A copy of all documentation submitted with the Building Permit will be required by the Fire Marshal.