



# City of Alpharetta

## TENT PERMIT APPLICATION

**Instructions: check box to left of requested event where tents will be used. Permit will be issued or denied within 10 days of receipt of all required information, signatures, and fees. DO NOT PROCEED with tent installation without first having a permit in hand. Copy of Tent Permit must be on site and available to city fire officials upon demand.**

NAME OF EVENT: \_\_\_\_\_

Project Street Address: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ Phone \_\_\_\_\_

Property Owner Signature Authorizing Use: \_\_\_\_\_ Date: \_\_\_\_\_

Event Coordinators Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Coordinators Signature: \_\_\_\_\_ Email: \_\_\_\_\_

All applications require a site plan showing location of each tent for the event to be submitted at time of application. All applicants must submit Flame Spread Certificate if tent is 400 sqft and above in size or if warming, heating, or cooking equipment is to be used under or within 10ft of the tent. Tents CANNOT block fire lanes or handicap parking. Fire Marshal inspection required.

TYPES OF EVENTS WHERE TENTS WILL BE USED	Fee Schedule
<p><b>Tent Sale or temporary structure</b> – 45 day limit twice per calendar year</p> <p>* - Fee is only required on tents 400 sqft and above in size or if warming, heating, or cooking equipment is to be used under or within 10ft of the tent. Tents to be located on private property.</p> <p><i>This category is an event that doesn't fall into one of the three categories below.</i></p>	* \$100.00 each
<p><b>City Event</b> – Events initiated by and for the development of the City of Alpharetta.</p>	Fee Waived
<p><b>City Partnered Event</b> – Events that the City of Alpharetta sponsors or uses resources to support, but are owned and managed by an outside organization.</p>	Fee Waived
<p><b>Outside Event</b> – Events that take place within Alpharetta's city limits and must be fully permitted by the City of Alpharetta through the Special Event Application.</p> <p>* - Fee is only required on tents 400 sqft and above or if any warming, heating or cooking equipment is installed under the tent.</p>	1-2 Tents *\$100.00 3-20 Tents *\$200.00 21 and up *\$300.00

**Checklist:**

- \_\_\_ Site plan provided showing location and size of tents to be installed.
- \_\_\_ Flame spread certificate for each tent to be installed.
- \_\_\_ Certificate of liability insurance.
- \_\_\_ Indicate whether warming, heating, or cooking equipment will be used under the tent.

Install Date: \_\_\_\_\_ Remove Date: \_\_\_\_\_