

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: _____

Event Coordinator Printed Name: _____ Phone: _____

Event Coordinator's Signature: _____ Email: _____

PROPERTY OWNER: _____ Phone: _____

Property Owner's Signature Authorizing Use: _____ Date: _____

All applications require a **site plan** showing location of each tent for the event to be **submitted via e-Plan** at the time of application. All applicants must submit **Flame Spread Certificate** if tent is 400 sq.ft. 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>Tent Sale or Temporary Structure (45 day limit twice per calendar year) Tents to be located on private property.</p> <p>Please note: this category is an event that doesn't fall into one of the three categories below.</p>	<p>*\$100.00 each</p> <p><small>*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.</small></p>
<p>City Event Events initiated by and for the development of the City of Alpharetta.</p>	<p>Fee Waived</p>
<p>City Partnered Event Events that the City of Alpharetta sponsors or uses resources to support but are owned and managed by an outside organization.</p>	<p>Fee Waived</p>
<p>Outside Event 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 style="text-align: center;">1-2 Tents *\$100.00 3-20 Tents *\$200.00 21 Tents & up *\$300.00</p> <p><small>*Fee is only required on tents 400 sqft and above or if any warming, heating or cooking equipment is installed under the tent.</small></p>

Tent Permit Application 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: ____ / ____ / 20____

Removal Date: ____ / ____ / 20____