Application for Tent Permit

An inspection and operational permit is required by the Sandy Springs Fire Marshal’s Office for installation and use of temporary membrane structure or tent having an area in excess of 200 square feet; Canopies (tents without sides) in excess of 400 square feet and two or more 10’ x 10’ tents and/or 20’ x 20’ canopies. Section 105.6.43 IFC

Name of Applicant ________________________________________________________________

Address ______________________________________________________________________

Phone ____________________________________ Fax ________________________________

Contact Person ___________________________ E-mail ______________________________

Title of and Sponsor of Event ____________________________________________________

Address of Event __________________________________________________________________

Date of Event _____________________________________________________________________

Number of Participants __________________________________________________________________

Size of Tent(s) ___________________________ Number of Tent(s) ___________________________

Installation Date ___________________________ Removal Date ____________________________

Prior to installation of the tent two sets of site plans must be submitted for approval. An inspection shall be required before the tent is occupied. The following is a list of requirements:

1. The site plan shall include:
   a. Dimensions of the tent(s).
   b. Provide Fire lane on one side of the tent.
   c. Location of nearest fire hydrant.
   d. Location of nearest vehicle parking with distance specified.
   e. Location of the nearest building with the distance specified.
   f. The planned layout under the tent(s); exit path widths, seating, display items, etc.
   g. Location of fire extinguisher(s) for the tent.

2. A note shall be on the submitted plans stating, no smoking, no fireworks, no open flame devices or fire will be used within the tent / canopy.

3. A note on the submitted plans stating a 2A-10BC Fire Extinguisher will be provided at the site

4. A certificate of flame-retardant treatment by an acceptable testing laboratory shall be provided.

5. All tents must have proper weights suited to the size of the tent for each leg. For example, 10’ x 10’ tents are secured with a 40 lb. weight on each tent leg. To prevent damage to the roadway, tents may not be secured to the roadway with stakes, no exceptions

Please call 770-730-5600 at least 48 hours in advance to request a Tent / Canopy Inspection.

Owner or Owner’s Agent Signature ________________________________________________

Print Name & Date ____________________________________________________________________

Rev 11/2014
### Tent Permit

**FOR OFFICE USE ONLY**

#### LOCATION:

<table>
<thead>
<tr>
<th>Permit #</th>
<th>Permit Issued By:</th>
<th>Date Issued/Use Period</th>
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- Site Plan requirements provided
- Dimensions of tent shown
- Hydrant location shown
- Location of nearest vehicle parking
- Fire lane shown on one side of tent
- Nearest building shown with distance specified
- Layout under tent shown/acceptable
- Fire extinguisher(s) provided 2-A: 10-BC
- NO Smoking signs posted
- Note on plan specifying no smoking, fireworks, or open flame devices will be used within the tent/canopy
- Certificate of Flame-Retardant Treatment Provided

The fire code official is authorized to revoke a permit issued under the provisions of this code when it is found by inspection or otherwise that there has been a false statement or misrepresentation as to the material facts in the application or construction documents on which the permit or approval was based.

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Owner or Owner's Agent Signature: __________________________

Print Name & Date: _______________________________________

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