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| **Tent Permit Application**  ***For any tent two hundred (200) square feet or larger erected on public property or in the public way or for any tent one thousand two hundred (1,200) square feet or larger, whether on public or private property (BCO, Sec 13-62).*** |

Permits shall be filed 15 days prior to the event date.

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| Section A – Tent Site Information | | | | | |
| Name of Building/Site: | Type Name of Building/Site | | | | |
| Physical Location (911 Address): | Type Number and Street Name | | | | |
| Event Contact (Phone and E-mail): | Type Phone Number | | Type Email | | |
| Tent Site Type: | Single Site  Multiple Sites | | | | |
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| Section B – Vendor Information | | | | | |
| Name of Vendor: | Type Name of Tent Vendor | | | | |
| Vendor Mailing Address: | Type Number and Street Number | | | Type Zip Code | |
| Vendor Contact (Phone and E-Mail): | Type Phone Number | | | Type Email | |
| Vendor Internal Job Number: | Type number if applicable | | | | |
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| Section C – Occupancy/ Use of Tent | | | | | |
| Select Tent Occupancy Type:  Assembly  Mercantile  Storage  Other Click here to enter text. | | | | | |
| Type of Event: | Enter event type | Number of Days the Event is Running: | | | Type number of days |
| Date and time of Event: | Enter the date  Type the time | Date and Time Ready for Inspection: | | | Enter the date  Type the time |
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| Section D – Tent Information | | | | | |
| Number of Exits: Type Number Occupant Load: Type Number | | Tent Square Footage: Type Square Footage | | | |
| Tent Occupied after sunset:  Yes  No | | Tent Fabric Fire Resistant Date: Enter date. | | | |
| Distance to closest building (10’ minimum) : Type Distance | | Year Tent Manufactured: Type Year | | | |
| Exit Signs and Emergency Lights:  Yes  No | | 20’ Fire Lane Maintained:  Yes  No | | | |
| Fire Extinguishers:  Yes  No | | | | | |
| Electrical Power:  Yes  U.L. Cords  Generator  No | | | | | |
| Heating Appliances:  Yes  No If Yes, Fuel Type and Location: Type Description | | | | | |
| Cooking Appliances:  Yes  No If Yes, Fuel Type and Location: Type Description | | | | | |
| LP Gas Cylinders min. 5’ from tent  Yes  No  N/A | | | | | |
| Seating Arrangement:  Chairs  W/Tables  Bleachers  Stage  None | | | | | |
| Sidewalls on Tent:  Yes  No  Only in bad weather | | | | | |
| This application must be accompanied by the following:   * A site plan drawn to include indications of fire lane and tent distance to building.   Notes:   1. Evidence of Flame Propagation Performance Criteria is not required at time of application. However, the Office of the Fire Marshal may at any time request a certificate or report of tests made by an organization acceptable to the Authority Having Jurisdiction. 2. When electrical wiring is necessary, a Vermont Master Electrician must obtain a permit from the Burlington DPW Electrical Inspector prior to installing electric wiring. Wiring must be done in accordance with Article 525 of the National Electrical Code. | | | | | |

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| Section E - Tent Permit Fees per Burlington Code of Ordinances, Section 13-62 | | | |
| Tent Type | Number of Tents | Fee Schedule | Fee summation |
| Tents two hundred (200) square feet or larger, but under one thousand two hundred (1,200) square feet | Enter Amount | $50.00/tent | Enter Amount |
| Tents one thousand two hundred (1,200) square feet or larger. | Enter Amount | $165.00/tent | Enter Amount |
| Exception: Notwithstanding the above fees, the lesser of the above fees or two hundred twenty dollars ($220.00) shall be assessed if one of the following criteria are met:   1. tents requiring a permit are being erected in connection with an event that is held in the city at least on a biennial basis; or 2. the executive director or other individual in charge of managing the event in which tents requiring a permit are to be erected has produced three (3) large occupancy events in the City of Burlington within the previous two (2) years. A large occupancy event is one that either (A) involves two hundred fifty (250) people or more and is either in an enclosed space or has fixed seating and alcohol is served or (B) involves five hundred (500) people or more and is either in an enclosed space or has fixed seating and alcohol is not served. | | | Enter Amount |
| Total |  | Fee schedule total | Enter Total |

Permit for the tent/s described above is valid for the specified dates only.

I hereby certify that the information contained within this application is correct and accurate.

I understand that Evidence of Flame Propagation Performance Criteria is not required at time of application. However, the Office of the Fire Marshal may at any time request a certificate or report of tests made by an organization acceptable to the Authority Having Jurisdiction.

I understand that all tents shall comply with the requirements of NFPA 1 (edition adopted by the current VT Fire and Building Safety Code).

**Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

**\*FOR OFFICE USE ONLY – DO NOT WRITE IN GREY\***

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| Permit #: | Firehouse #: | Received Date: | Received By: | Review Date: | Reviewed By: | Inspected Date: | Inspected By: |
| Check #:  Payment From: | Permit Fee: | Approved  Conditional  Denied  Notes: | | | | | |