SUBMITTAL CHECKLIST:
Temporary Tents and Membrane Structures

A PERMIT IS REQUIRED IF THE FOLLOWING CONDITIONS APPLY:

Temporary Tent:
   With one or more side panels and 400 square feet or larger.

Temporary Membrane Structure:
   No side panels and over 700 square feet.

This submittal checklist is intended to assist you in preparing and submitting a complete application. By providing all the information listed in this checklist and any other requested information pertinent to your project, you are assuring the quickest possible turnaround time for plan review. It is the responsibility of the Applicant to assure that all applicable code requirements are satisfied.

SUBMITTAL REQUIREMENTS

Unless otherwise noted, provide three sets or copies of each. At a minimum, application submittal packages shall include the following:

- Completed Permit Application Form 200 with Original Signature.
- Completed Submittal Checklist.
- Detailed Site Plan:
  - Include date prepared and/or revised.
  - Identify the type and location of cooking vendors, fire breaks, fire department access routes.
  - Show the location of tents or membrane structures.
  - Show distances to lot lines, parked vehicles, internal combustion engines, buildings and other tents, and generators.
- Certificate of flammability resistance.
- Floor Plan:
  - Show tables, chairs, aisle widths, exits, and exit widths.
  - For tents and membrane structures with an occupant load of 50 or more, show the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.
- Certificate of Affirmation.
  The Certificate shall attest to the flame propagation performance of the tents or membrane fabric. A copy of the certificate shall be retained on the premises on which the tent or membrane structure is located.

PROJECT INFORMATION - complete this section:

Type of Project:
- Tent – List Quantity: _______
- Membrane Structure – List Quantity: _______

By checking the above boxes you are indicating that all required information is present and that the submittal is ready for review and subsequent approval. WORK REQUIRING A PERMIT IS NOT AUTHORIZED UNTIL PLANS ARE REVIEWED AND APPROVED AND NECESSARY PERMITS ARE ISSUED.

Signature: ___________________________________ Date: __________________________

Print Name: _______________________________ Title: ______________________________