

## TENT & CANOPY CHECKLIST

A permit is required to erect and use a tent in excess of 400 ft<sup>2</sup> or a canopy with 100% of the perimeter open in excess of 700 ft<sup>2</sup>. The following items shall be submitted to the Fire Department for review and approval prior to the issuance of a permit and prior to tent installation:

- Scale diagram of the site showing:
  - Size of the tent;
  - Distances from the tent to the nearest building, parking area, property line, generator or other internal combustion engine, and other tents (distances shall be measured from support ropes and guy wires);
  - Access road(s) to the tent location;
  - Location and type of heating and/or cooking equipment;
  - Proposed use of the tent;
  - Proposed seating and table arrangements.
  
- A completed Permit Application indicating:
  - Date/time that the tent will be installed and ready for inspection;
  - Date(s) that the tent will be used;
  - Date that the tent will be taken down.
  
- Copy of the certificate of flame resistance for the sidewalls, drops, and tops of the tent (provided by tent supplier/installer).

Please submit the above information to the Thornton Building Inspection Division at 9500 Civic Center Drive, City Development Building. Upon approval of the permit application, the tent permit may be picked up at the Building Inspection Division. A final inspection is required after installation and prior to occupancy of the tent.

Depending on the use of the tent, additional permits or inspections may be required from other City of Thornton departments (e.g., Temporary Use Permit, Electrical Permit). Please contact the City Development Department for additional information.