

TENT PERMIT APPLICATION

GENERAL INFORMATION

- Permit is required for tents in excess of 200 square ft.; OR canopies in excess of 400 square ft.
- Please PRINT all information. Incomplete applications will be returned to the applicant.
- Permit Fee: **\$15.00**
- Submit fee/checks to: *City of Maumee, 400 Conant St., Maumee, OH 43537*

APPLICATION DATE: _____

APPLICANT'S NAME: _____

COMPANY NAME: _____

PERMIT MAILING ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE: _____ APPLICANT'S PHONE NUMBER: _____

SITE INFORMATION

DATE TENT(S) ERECT – FROM: _____ TO: _____

NAME or TYPE of EVENT: _____

EVENT ADDRESS: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

SIDES USED ON TENTS: YES NO ****NOTE: IF YES, PLEASE FOLLOW CHECKLIST CAREFULLY**

- Please read the attached safety checklist
- Please call the Fire Prevention Bureau (419-897-7051) for an inspection when installation is complete and prior to the start of the event.

APPLICANT'S SIGNATURE: _____ DATE: _____

FOR BUILDING DEPT & FIRE PREVENTION OFFICE USE ONLY

TOTAL AMOUNT OF PERMIT FEES PAID: \$ _____ DATE: _____

Application reviewed on: _____ Reviewed by: _____

_____ APPROVED
 _____ NOT APPROVED
 _____ APPROVED w/CONDITIONS

FPB TENT INSPECTION NUMBER: _____ **DATE:** _____
 (see attached inspection form)

COMMENTS:

Copies To: Original – Property file; then applicant