

TENT PERMIT APPLICATION

GENERAL INFORMATION

- Permit is required for tents, **with sides**, in excess of 400 square ft.
- If Tent is **open on all sides**, and is less than 700 square ft., a permit is **NOT** required
- Please PRINT all information. Incomplete applications will be returned to the applicant.
- Permit Fee: **\$30.00**
- 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**

COOKING in TENTS: _____ YES _____ NO

USING ELECTRICITY: _____ YES _____ NO

SITE / UTILITY DIAGRAM: *Diagram must be legible; submit a separate diagram if necessary.*

**Please include: Size, square footage, and distances from other tents and structures.

- Please read the attached safety checklist
- Please call the Fire Prevention Bureau (419-897-7052) 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