



Development Services Department

320 E Jefferson Blvd, Dallas TX 75203
(214) 948-4480

TENT PERMIT

APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

By checking each requirement, you are stating that you have supplied correct and complete information. If the required information is not contained in the submitted documents, you will be notified of the deficiency. **Failure to supply the additional requested information may result in your application being delayed, denied, and eventually discarded.** A new application, complete plans, and a new checklist will be required for resubmittal for plan review. This resubmittal will be treated as new application and will be processed in the order of receipt. For any application to erect a temporary tent (30 days or less) on a property in the City of Dallas, you must provide the following: *(Check each box for the items being provided)*

Note: A tent permit is not required for a tent that either covers an area of less than 400 sq.ft. or is included as part of a special event permit.

- 1. Complete Building Inspection Application.
- 2. Two copies of a site plan to include:
 - Drawn to standard scale (minimum scale c" = 1') with seating, exits, and fully dimensioned, for each.
 - All property lines
 - North Arrow
 - Location of proposed tent(s) drawn to scale and location of permanent structures
 - Footprint (outline) of all structures on the property, parking layout and fire lanes
 - Setbacks from adjacent property lines and distance from tent(s), including guy wires and stakes to all structures and property lines, Parking spaces
- 3. Copy of the certificate of flame resistance. (Must be specific for each tent)
- 4. Written authorization from Park and Recreation Department if tent is to be erected on city park property
- 5. Is the tent going to be erected in or adjacent to a residential district? Yes No
If yes, submit the "Petition for erection of tent in residential district" signed by owners of land within 100 feet of the property lines of the proposed location. **Note:** Must submit original form provided by the city, copies will not be accepted.
- 6. Is this the first tent permit application submitted for this property in the last 12 consecutive months?
 Yes No

IMPORTANT: After the tent permit is issued, please contact Dallas Fire Department at (214)671-9844 with Michelle Robinson for inspections and the building inspector at the District Office for all other inspections listed in your permit.

Note: Additional information required by the Building Official may be necessary for the issuance of the permit (Ordinance no. 26029).

ACKNOWLEDGEMENT

I, _____ have read the above information and acknowledge that all required
Please Print
documents have been provided.

Signature: _____ Date: _____

Please note that staff cannot accept incomplete applications or ineligible construction documents