

# TENT PERMIT APPLICATION CHECKLIST



CITY OF DALLAS

## REQUIRED DOCUMENTS FOR TENT PERMIT

By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information within five (5) working days will result in your application being denied and returned to you. A new application, the original application, complete plans, and a new checklist will be required for resubmittal for plan review. This resubmittal will be treated as a new application and will be processed in the order of receipt.

1.  Completed permit application form
2.  Three (3) copies of a site plan to include:
  - Drawn to scale and dimensioned (minimum scale  $c'' = 1'$ )
  - Location of proposed tent(s) and location of adjacent structures
  - Setbacks from adjacent property lines and distance from tent(s), including guy wires and stakes, to all structures
3.  Three (3) copies of certificate of flame resistance for tent materials
4.  Three copies of approving petition. **NOTE:** Tents erected in or adjacent to a residential district must have an approving petition signed by all owners of land within 100 feet of the property lines of the proposed tent location. Petition form provided by the City.
5.  Copy of Special Events Permit if application for tent permit is in conjunction with a special event
6.  Written authorization from Park and Recreation Department if tent is to be erected on city park property or in Fair Park

I, \_\_\_\_\_ have read the above information and acknowledge that all required documents have been provided.

Please Print

Signature \_\_\_\_\_

Date \_\_\_\_\_