

TENT PERMIT

APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

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. Site plan to include:
 - ☐ Drawn to standard 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
- ☐ 2. Copy of the certificate of flame resistance. (Must be specific for each tent)
- ☐ 3. Written authorization from Park and Recreation Department if tent is to be erected on city park property
- ☐ 5. If the tent going to be erected in or adjacent to a residential district a "Petition for erection of tent in residential district" signed by owners of land within 100 feet of the property lines of the proposed location must be provided. **Note:** Must submit original form provided by the city, copies will not be accepted.

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).

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