



City of Montpelier
Building Inspector
Montpelier Fire Department
61 Main Street
Montpelier, VT 05602
Tel: 802/229-4913 FAX: 802/223-9519

TENT PERMIT APPLICATION

Fill Out ALL Requested Information, On BOTH Pages, To Facilitate Review

Tent Site Location

Building or Site Name	
911 Address	

Tent Vendor Information

Name		Phone Number:	
Address			
Town or City		Zip Code	

Occupancy/Use of Tent

Assembly <input type="checkbox"/> Mercantile <input type="checkbox"/> Storage <input type="checkbox"/> Other <input type="checkbox"/>	
Type of Event	How Many Days Is Event Running
Date of Event	Date & Time Ready For Inspection

Tent Information

<input type="checkbox"/> Single Site or <input type="checkbox"/> Multiple Sites	Tent Square Footage
Number of Exits Occupant Load	Tent Fabric Fire Resistant <input type="checkbox"/> Yes <input type="checkbox"/> No Date
Tent Occupied In Hours of Darkness <input type="checkbox"/> Yes <input type="checkbox"/> No	Year Tent Manufactured
Distance to Nearest Building (10' min.)	20' Fire Lane Maintained <input type="checkbox"/> Yes <input type="checkbox"/> No
Site Plan Drawn to Scale <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Extinguishers <input type="checkbox"/> Yes <input type="checkbox"/> No
Exit Signs & Emergency Lights <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Power Provided <input type="checkbox"/> Yes <input type="checkbox"/> No
Heating Appliances <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Fuel Type and Location	
Cooking Appliances <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Fuel Type and Location	
LP Gas Cylinders are at Least 5' From Tent <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Arrangement of Seating <input type="checkbox"/> Chairs <input type="checkbox"/> Tables & Chairs <input type="checkbox"/> Bleachers <input type="checkbox"/> None	

A Site Plan must be submitted for tents that are less than 20' from a building or other tent.

When electrical wiring is necessary, a Vermont Master Electrician must obtain a permit from the State Electrical Inspector prior to installing electrical wiring, which must be in accordance with Article 525 of the National Electrical Code.

Project Valuation and Construction/Tent Permit Fee

The Construction Permit Fee is based on the total valuation of tent and other equipment rented, as associated with the event.

I, _____, certify that the total value of this project/s is \$ _____.
(Applicant's Signature)

Enter TOTAL PROJECT COST \$ Fee is \$10.00 for first \$1,000.00 and \$8.50 for each \$1,000.00 or portion thereof.

Fee \$

NOTE - For projects involving volunteer labor and donated materials, the valuation of construction work is based on the Value of the volunteer labor, as well as the donated materials, when calculating fee.

Applicant Information

Name of Applicant (please print)

Mailing Address:

Signature of Applicant

Permit for the tent/s is valid for the specified dates only.

PLANS REVIEW RECORD -- For Office Use Only -- Do Not Write Below This Line

Permit #	Check # From:	Permit Fee	Date Plans Received	By	Date Plans Reviewed	By
State site #	Hazard Index	Notes				
State Project #:						

Building Inspector: _____ Date: _____

Conditions with Permit: yes no

When are tent permits required?

Tents must be permitted when a tent exceeds **1,200 square feet** in area.

EXAMPLE: Tents used at weddings, graduations, anniversaries, etc. occurring at public locations such as a restaurant must have a permit when the tent is larger than 1,200 square feet.

EXAMPLE: Tents at a **private residence** (regardless of size) where people are attending a private function, without paying admission, are exempt from permitting.

When possible, permits should be filed 15 days prior to the event date.

Permit for the tent/s is valid for the specified dates only.