



Tent Permit Application

Date of Application: _____

Permit (HTE) Number: _____

Permit Start Date: _____

Permit End Date: _____

Permission shall be granted to the below named party/parties to construct and/or install a tent, canopy or membrane structure, per the constraints of this permit, and City Columbia, Missouri ordinance adopting the International Fire Code 2006 Chapter 24 pertaining to tents and membrane structures.

Name of Company: _____

Business Address: _____

Street Address

City, State, Zip

Contact Person: _____

Phone Numbers: _____

Business Phone

Cell Phone

Event Location: _____

Size of Tent: _____

Square feet

Type of Event: _____

Tent, Canopy and Membrane Structure Required Information for Permit Issuance

1. A minimum of two (2) sets of plans and minimum of one (1) set of plans and specifications/cut sheets shall be submitted in PDF Format. The second set of plans shall be submitted on paper. Plans shall contain sufficient detail to enable the plan reviewer to accomplish a complete review.
2. Each submittal shall have a completed:
 - a. Columbia Fire Department Permit Application
 - b. Certification of fire resistance rating providing date last treated and chemical used for treatment.
3. A detailed site and floor plan that indicated the following:
 - a. Details of the means of egress
 - b. Seating or occupancy capacity
 - c. Exits and exit pathways
 - d. Use of the tent/canopy/membrane structure
 - e. Location of cooking or heating devices that will be within or near the tent/canopy/membrane structure
 - f. Locations of fire extinguishers
 - g. Fire Department access route and nearest fire hydrants

I have reviewed and agreed to comply with all applicable requirements attached within this permit application and schedule an inspection prior to use/occupancy. Please call 573-874-7556 to schedule an inspection. We ask that you please call 4 hours in advance.

Signature of Applicant

Signature of Fire Marshal Representative

Printed name of Applicant

Printed name of Fire Marshal's Representative

Records Use Only

Permit Fee Paid: \$ _____

Permit Approved? Yes No

HTE # : _____