



Hartford Fire Department

Fire Prevention Division

812 VA Cutoff Rd., White River Jct., VT 05001

Office: 802-295-3232 Fax: 802-295-5143

TENT PERMIT APPLICATION

Have you consulted with a Fire Marshal regarding this project? **No:**

Yes/Name:

All sections are required to be filled out completely and shall be typed or printed legibly

Section A - Tent Site Location and Vendor Information

Building Name or Site Name:

Building Address:

911 Number / Street

City

State

Zip

Tent Vendor:

Address:

Mailing Address

City

State

Zip

Phone:

Email:

Section B - Applicant Information

Company:

Contact Person:

Address:

Mailing Address

City

State

Zip

Phone:

Email:

Section C - Occupancy / Use of Tent

Assembly Mercantile Storage Other:

Type of Event:

How many days is event running:

Date of Event:

Date & Time ready for inspection:

Tent Information

Single or Multiple Sites

Tent square footage:

Number of exits:

Occupant Load:

Tent fabric fire resistant: Y / N **Date:**

Tent occupied in hours of darkness: Yes No

Year tent manufactured:

Location of nearest building (10' min.)

20' fire lane maintained Yes No

Site plan drawn to scale: Yes No

Fire extinguishers: Yes No

Exit Signs & emergency lights: Yes No

Electrical power provided: Yes No

Emergency Plan: Yes No

Weather monitoring: Yes No

Heating Appliances:

Cooking Appliances:

LP gas cylinders are at least 5' from tent:

Arrangement of seating:

This section for office use only

Site # **Received date** **Reviewer**

Check from **Check #** **Amount** **Approval date**

Section D - Description / Scope of work

Please provide a description of the work being performed. Attach additional pages as necessary.

A site plan must be submitted for tents that are less than 20' from building or other tent.

A Master Electrician must obtain an electrical work notice prior to installation of any electrical wiring.

Section E - Project Valuation and Fee Calculations

The permit fee is based on the total valuation of the tent installation for which the permit is being obtained. For projects involving volunteer labor and donated material, the valuation of construction work is based on the value of the volunteer labor as well as the donated materials when calculating the permit fee.

	Tent Installation	\$
	Misc. Project Items	\$
	TOTAL PROJECT VALUATION	\$
Fee is \$8.00 per \$1000 of total project valuation. Calculate fee by multiplying TOTAL PROJECT VALUATION BY 0.00800		0.00800
There is a \$50 Minimum Fee This line is for the fee as calculated or \$50 whichever is greater.		\$

***** Please make all checks payable to the Hartford Fire Department *****

Section F - Project Specific Details

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.

Permits shall be filed 30 days prior of the event date.

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

Project State Date:

Project Completion Date:

General Information

I hereby attest by my signature under 13 V.S.A. 3016 (filing a FALSE CLAIM with a department or agency of the state) that the information contained within this form is correct and accurate to the best of my

Signature of Applicant

Date

RETURN THIS FORM AND PAYMENT TO:

Hartford Fire Department - 812 VA Cutoff Rd., White River Jct., VT 05001