

State of Vermont - Fire Prevention Division

TENT PERMIT APPLICATION



Main Office -- 1311 US Route 302 – Berlin, Suite 600, Barre VT 05641-2351
Phone (802) 479-7561 or FAX (802) 479-7562

Regional Offices

Barre – 1311 US Route 302 – Berlin, suite 500, 05641
Phone (802) 479-4434 or FAX (802) 479-4446

Rutland – 56 Howe street, building A, Suite 200, 05701
Phone (802) 786-5867 or FAX (802) 786-5872

Williston -- 372 Hurricane Lane, Suite 102, 05495
Phone (802) 879-2300 or FAX (802) 879-2312

Springfield -- 100 Mineral Street, Suite 307, 05156
Phone (802) 885-8883 or FAX (802) 885-8885

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

Tent Site Location

Building or Site Name _____	
911 Address _____	
Town or City _____	Zip Code _____

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 _____
Location of 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 this office 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)

TOTAL VALUATION OF PROJECT/S \$ _____ x 0.00550 = \$ _____.

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
Suspension of Permit: Any permit issued shall become invalid if the authorized work is not commenced within six months after issuance of the permit, or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work.

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

Site #	Hazard Index	Plans Review Fee	Date Plans Received	By	Date Plans Reviewed	By
Project #:	Event #	Notes				

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.