



TEMPORARY TENT PERMIT APPLICATION

139 S. Kirkwood Rd. Kirkwood, MO 63122

(314) 822-5823 Fax (314) 822-5898

WHERE COMMUNITY AND SPIRIT MEET®

The applicant must obtain City Council approval for the installation of a temporary structure prior to the issuance of a permit. Please contact the City Clerks' office to obtain approval at **314-984-5941**

ADDRESS of EVENT _____

Type of Event _____ *Zoning District* _____ *Permit#* _____

Please Choose: *Single Family* *Multi-Family* *Commercial* *Institutional*
Please Choose: *Tent* *Canopy* *Air-supported Membrane Structure*

Applicant/Responsible Party

Name: _____ Phone: _____

Address: _____ City, State, Zip _____

E-Mail: _____ Fax: _____

TENT COMPANY / INSTALLER

Name: _____ Contact Name _____

Phone: _____ License # _____ Contact Email _____

Address: _____ City, State, Zip _____

Event Date(s) _____ Event Times _____ Set-up Date _____

Size of Tent(s)/ Canopy _____ Distance to All Buildings _____

ON-SITE EVENT CONTACT _____ Cell Phone # _____

INFORMATION				ELECTRICAL CONTRACTOR	
Occupant Load	Minimum Number Exits	Minimum Width of each exit (Ft.)		Name _____	Lic# _____
		Tent	Air Structure		
Up to 199	2	6	3	Description of Work _____ _____	
200 to 499	3	6	6		
500 to 999	4	8	6		
1000 to 1999	5	10	8		
2000 to 2999	6	10	8		
Over 3000	7	10	8		
SMOKING IS PROHIBITED IN OR AROUND TENT All tents shall be located a minimum of 15' from ROW & 20' from all lot lines, buildings, vehicles, etc. COOKING in tent prohibited. Combustibles shall be placed a minimum of 20' from any tent. Minimum one 2A Fire extinguisher is required and one additional extinguisher for each 3000sq. ft. All exits shall be clearly marked, illuminated and kept clear at all times.				MECHANICAL CONTRACTOR	
				Name _____ Lic# _____	
				Description of Work _____ _____	

Submit a dimensional site plan indicating the existing structures on the site as well as the location of the proposed temporary structure. Submit a certificate indicating the materials are treated to render them flameproof. No shavings, sawdust, or other similar combustibles shall be used on the floor. An unobstructed passageway or fire road of not less than 20' and free from guy ropes or other obstructions shall be maintained on all sides of all tents or canopies. Tents and Canopies shall be adequately roped, anchored and braced to withstand the elements of weather against collapsing.

PLAN REVIEW TRACKING: Office Use Only

Building: Approved Denied Approved w/ Comments by _____ date _____
 Zoning: Approved Denied Approved w/ Comments by _____ date _____
 Fire: Approved Denied Approved w/ Comments by _____ date _____
 Council Approved Denied Approved w/ Comments by _____ date _____