



South Burlington Fire Department

575 Dorset Street
South Burlington, VT 05403
(802) 846-4134
Fax (802) 846-4125



TENT PERMIT APPLICATION

Return this completed form and payment to the South Burlington Fire Department
Fill out all Requested Information, on Both Pages, Please Print or Type

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	_____

Tent Information

Occupancy / Use of the 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
Single Site or 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	

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

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 & Construction / Tent 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)

Minimum Fee Due is \$50.00 - 200-1199 Sq. ft. / \$165 tents equal or greater than -1200 Sq. ft.

TOTAL VALUATION OF PROJECT/S \$ _____

Please Make Check Payable to: City of South Burlington

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 – Print or Type		
Applicant's Company Name:		
Contact Person:	Position:	
Address:		
City:	State: Zip:	E-mail:
Phone Number:	Fax:	
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.		

When are tent permits required?

Tents must be permitted when a tent exceeds greater than **200 square feet** Pursuant to FPFC/SBCO Section 13-f 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 200 square feet.

EXAMPLE: Tents at a **private residence** (over 1200) will require permit from the City of South Burlington.

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.