



Tent / Canopy Permit Application

SCOTTSDALE FIRE DEPARTMENT
FIRE & LIFE SAFETY DIVISION



The following information is required to obtain a use permit for a Tent or Canopy.

Company requesting permit _____

Address _____

Phone # _____ Fax # _____

Name of event _____

Type of event _____

Person holding the event _____

Name of property owner _____

Address where event will be held _____

EVENT DATES AND HOURS OF OPERATION

| | <u>DATE</u> | <u>DAY OF WEEK</u> | <u>HOURS FROM AM/PM TO AM/PM</u> |
|-----------|-------------|--------------------|----------------------------------|
| SET UP | _____ | _____ | _____ |
| DAY 1 | _____ | _____ | _____ |
| DAY 2 | _____ | _____ | _____ |
| DAY 3 | _____ | _____ | _____ |
| DAY 5 | _____ | _____ | _____ |
| DISMANTLE | _____ | _____ | _____ |

ANTICIPATED ATTENDANCE: PER DAY _____ AT ONE TIME _____ TOTAL _____

| | <u>NUMBER OF</u> | <u>SIZES</u> | <u>FLAME CERTIFICATE PROVIDED</u> |
|----------|------------------|--------------|-----------------------------------|
| TENTS | _____ | _____ | <input type="checkbox"/> |
| CANOPIES | _____ | _____ | <input type="checkbox"/> |

Location on property _____

How many feet from any buildings _____

How many feet from any streets _____

Is it in a parking lot _____

*If yes, vehicle restriction is required **20** feet away from tent or canopy.*

Will there be any power supply? _____

If Generator - _____ Kw size
(Generators 20Kw and larger require a separate permit from the City of Scottsdale)

Will any vehicles be displayed during the event? _____ Yes _____ No
If yes, a separate Vehicular Display permit will be required.

On Site Sales Person / Contact _____

Phone # _____

Preferred inspection date and time: _____

❖ **A DETAILED SITE PLAN IS REQUIRED FOR ALL PERMIT REQUESTS. ALL ABOVE INFORMATION MUST BE INCLUDED WITH YOUR SITE PLAN**

❖ **AN AERIAL PHOTO SHOWING THE LOCATION OF THE EVENT ON THE PROPERTY AND ANY REQUIRED SAFETY ZONES IS REQUIRED.**

❖ **FAX THIS FORM TO 480-312-1850 OR**

❖ **EMAIL THIS FORM AND SITE PLAN TO MZIMMERMAN@SCOTTSDALEAZ.GOV**

❖ **EMAIL THE AERIAL PHOTO TO MZIMMERMAN@SCOTTSDALEAZ.GOV**

❖ **QUESTIONS/INFORMATION CALL 480-312-1853**