



Tent / Canopy Permit Application

MESA FIRE DEPARTMENT
FIRE PREVENTION 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

Will any vehicles be displayed during the event? _____ Yes _____ No

On Site Sales Person / Contact _____

Phone # _____

Preferred inspection date and time: _____

Inspection will NOT be scheduled until proof of payment is provided.

- ❖ A DETAILED SITE PLAN IS REQUIRED FOR ALL PERMIT REQUESTS. ALL ABOVE INFORMATION MUST BE INCLUDED WITH YOUR SITE PLAN *See example of typical tent setup below*
- ❖ AN AERIAL PHOTO SHOWING THE LOCATION OF THE EVENT ON THE PROPERTY AND ANY REQUIRED SAFETY ZONES IS REQUIRED.
- ❖ ONLY STAKING OR CONCRETE BLOCKS SHALL SECURE TENTS. NO WATER BARRELING IS ALLOWED.
- ❖ EMAIL THIS FORM AND SITE PLAN TO FIREPREVENTION@MESAAZ.GOV
- ❖ EMAIL THE AERIAL PHOTO TO FIREPREVENTION@MESAAZ.GOV
- ❖ QUESTIONS/INFORMATION CALL 480-644-2622

Typical Fireworks Tent

