



# Ashwaubenon Department of Public Safety

## Tent Permit Application

2155 Holmgren Way, Ashwaubenon, WI 54304

P: 920.492.2995 F: 920.492.2986

ashwaubenon.gov

**TENT INSPECTION IS  
REQUIRED WITH PERMIT.**

PERMIT FEE - \$50  
PAYMENT DUE UPON APPLICATION  
SUBMITTAL.

### TENT LOCATION INFORMATION

Event Name \_\_\_\_\_

Event Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Applicant Phone \_\_\_\_\_ Applicant Email \_\_\_\_\_

On Site (Day of Event) Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

*\*Approved permit will be hand delivered on site upon successful inspection of tent*

### BILLING ADDRESS (IF DIFFERENT FROM ABOVE)

Property owner/Business Name \_\_\_\_\_

Property Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

### TENT INFORMATION

Total Number of Tents \_\_\_\_\_ Size of Tent(s) \_\_\_\_\_

Sidewalls/Drops:  Yes,  No List All Tents With Sidewalls \_\_\_\_\_

Date of Tent Installation \_\_\_\_\_ Date of Event \_\_\_\_\_ Date of Tent Removal \_\_\_\_\_

Proposed Tent Use \_\_\_\_\_

Tent Contractor Name \_\_\_\_\_ Phone \_\_\_\_\_

### INDICATE ANY EQUIPMENT TO BE USED, CHECK ALL THAT APPLY:

GENERATOR	ELECTRICAL	HEATING	<input type="checkbox"/> LPG
<input type="checkbox"/> ILLUMINATED EXIT SIGNS (REQUIRED IF OCCUPANT LOAD IS 50 OR MORE)	<input type="checkbox"/> PORTABLE FIRE EXTINGUISHER(S) (REQUIRED)	<input type="checkbox"/> COOKING EQUIPMENT – THERE SHALL BE <b>NO OPEN FLAME COOKING</b> UNDER TENT	<input type="checkbox"/> EMERGENCY EXITS (REQUIRED WITH SIDEWALLS/DROPS)

**\*PERMIT OR APPROVAL REQUIRED FOR ELECTRICAL SERVICE PER BUILDING INSPECTION DEPT.**

### PLEASE PROVIDE THE FOLLOWING ITEMS WITH THIS APPLICATION:

1. A Certification of Flame Resistance for the tent membrane, sidewalls, and all combustible decorations
2. Site Plan showing location of tent in relation to buildings, lot lines, other tents, streets, etc.
3. Floor plan showing the location and number of emergency exits, seating arrangement, location of all heating and/or electrical equipment, stages, etc. (For tents with an occupant load of 50 or more)
4. Application Fee - \$50, due upon submittal of application. PAYMENT OPTIONS/REMITTANCE: Please do not email or fax applications or any supporting documents. This permit can only be submitted in person (Monday – Friday, 8:00 a.m. – 4:30 p.m.) or by mail. In Person: Cash, check, or credit card are accepted when paying in person. Mail: If paying by mail, only checks will be accepted. Please remit completed application along with any supporting documents and check to:

Village of Ashwaubenon, Dept. of Public Safety - Permits, 2155 Holmgren Way, Ashwaubenon, WI 54304

**TENT PERMIT APPLICATION PROCEDURE, RULES, AND REGULATIONS:**

**No tent shall be installed in the Village of Ashwaubenon unless a permit is issued by the Fire Inspection Department. The following guidelines shall govern the issuance of tent permits and the use of tents within the Village of Ashwaubenon:**

1. A tent permit is required for any tent in excess of 400 square feet if the tent has 1 or more sidewalls/drops included.
2. A tent permit is required for any tent in excess of 700 square feet if the tent is completely open on all sides.
3. Multiple tents placed side by side without a fire break clearance of 12 feet count as 1 tent when figuring square footage.
4. A tent permit application shall be submitted for each individual event date that involves setting up a tent (meeting the above size requirements) on a property.
5. A tent permit does not authorize the applicant to have a special event on the site that is not duly authorized by a special event permit issued pursuant to Section 6-11 of the Village Municipal Code.
6. A tent permit does not authorize the applicant to conduct any additional activities requiring permits without first obtaining the applicable permit. (Liquor license, direct seller, etc.)
7. Application and Plan Submission: The following items shall be submitted prior to the installation of the tent. Missing information could cause a delay or denial of the permit issuance.
  - a. Tent Permit Application
  - b. Applicable Fee of \$50
  - c. Diagram showing the following:
    - i. Location of the tent on the property in relation to streets, buildings, other tents, property lines, etc.
    - ii. Floor plan showing seating, tables, stages, exiting,
    - iii. Any heating equipment, electrical equipment, generators, LP tanks, etc.
  - d. Certificate of Flame Resistance complying with the requirements of Chapter 31, Section 3104.2 of the International Fire Code.
8. **All tents shall be subject to an inspection and approval by a Fire Inspector prior to the event for which the tent is to be used. The inspection shall be scheduled through the Fire Inspection Department during regular business hours. The inspection shall confirm compliance with all applicable fire code requirements including but not limited to: Reference International Fire Code, Chapter 31; NFPA 1 Chapter 25:**
  - a. All tents requiring a permit must have a separation distance of not less than 20 ft from lot lines, buildings, and vehicles. (some exceptions may apply)
  - b. Tents cannot be located within, or obstructing access to, fire apparatus access roads/fire lanes.
  - c. Tents shall have a permanently affixed label bearing the identification of size and fabric or material type.
  - d. Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted.
  - e. Open flame including cooking devices are not permitted inside or located within 20 feet of the tent.
  - f. Portable fire extinguishers shall be provided in approved locations within tent.
  - g. Fuel-fired heaters and their installation shall be approved by the AHJ and shall be listed and labeled to be used for a tent. LP containers shall be installed not less than 5 ft from any tent and shall be protected from vehicular traffic.
  - h. All tents utilizing gas powered heating appliances shall be monitored for Carbon Monoxide in an *approved* manner.
  - i. Generators and other internal combustion power sources shall be separated from tents by a minimum of 5 ft and shall be protected from contact by fencing, enclosure, or other approved means.
  - j. Required Exits, other than obvious and clearly identifiable exits (open sides of a tent), shall be marked by an illuminated exit sign that is readily visible from any direction of exit access. (*Examples of approved exit signs include UL self-luminous, or electric using an extension cord from power source.*)

APPLICANT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**FOR OFFICE USE ONLY**

DATE PAID: \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_

AHJ INITIALS: \_\_\_\_\_