



TEMPORARY STRUCTURE PERMIT

Permit Number: JIA – TSES -

Event Name:

Event Dates: _____ through _____

Event Location:

Event Coordinator:

Event Coordinator Contact No: _____

E-Mail: _____

Event Crowd Manager Name:

Tent / Structure Company:

Company Address: _____

Contact #: _____

Type of Structure:

Air-Inflated Structure: Air-Supported Structure: Tent:

Membrane Structure: Temporary Special Event Structure:

Size of the Structure: _____ x _____ Square Feet:

Sides Rolled: Up: Down:

Other Documents Required for Permit:

Flame Spread Rating Certificate: Site Plan: Tie Down Plan:

Floor Plan:

Tent Floor Plan, must indicate the following:

Exits: Exit signage: Emergency Lighting:

Fire Extinguishers Location: Tables / Chairs location: Stage:

Lighting: Cooking: Food Warmers: Heaters:

All tents / special event structure shall be anchored according to manufactures recommendations. In the event of no manufactured recommendations the tent or event structure shall be anchored down with a 40 pound weight on each leg for each 100 (10' x 10') square feet of space. 200 square feet = 80 pound on each leg, etc.