



**Temporary Structure(s) Less Than
180 Days Permit Application**
(over 120 Sq. Ft. & for Gathering of more than 10 persons)

Project Name or Event: _____
 Site Address: _____
 City: _____ Zip: _____
 Owner: _____
 Contact person: _____
 Ph. # _____
 Inspection District: City PJ Historical
 Flood Zone: Yes No
 Erection Date of Temporary Structure(s) _____
 Removal Date of Temporary Structure(s) _____

Contractor Information:
 Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 License Information: City: # _____ GC: # _____

Total Heated and/or Cooled space: _____ Sq. Ft.
 Total Structure Space: _____ Sq. Ft.

Building Valuation:
 Total Cost for setup: \$ _____

Required Information
 Is this temporary use for (Permit Class)?
 Commercial Residential Other
 Proposed use of Temporary Structure(s):

 Type of Structure(s): Tent(s) Other
 Will you use any of the following?
 Electrical Power or Service: Yes No
 Heating or Cooling: Yes No
 Cooking Equipment: Yes No

Event Information:
 Is the Temporary Structure(s) being used for a special event?
 Yes No If Yes, Event Date: _____
 Description of Event: _____
 Will there be Alcohol served or sold? Yes No
 Will there be Live or DJ Music? Yes No
 Maximum Number of People at one time in each structure:

 Restroom Facilities are required base on attendees: # of
 Portable Potties: _____

IBC 3103.2 Construction documents required.
 A permit application and construction documents shall be submitted for each installation of a temporary structure. The construction documents shall include a site plan indicating the location of the temporary structure and information delineating the means of egress and the occupant load. (Detailed Dimensions)
 3 sets of plans will be needed. You will receive one set back with approvals at the time of permitting.

Tents are inspected under the Fire Code. Other city departments may have other requirements. The Inspection Department will forward this application to other departments, so they can contact you. You will be notified when your permit is ready. Construction may begin after your permit has been issued.
 The more information you provide, the quicker your permit may be issued. (Use back form or submit separate sheet)

Applicant's Name: _____
 Signature: _____ Date: _____

Office use only: Department Approvals needed
 Fire Health Planning Revenue TDOT Other