

TENT/CANOPY APPLICATION

City of Elkhart, Indiana
 229 S. 2nd Street, Elkhart, IN 46516
 (574)294-5471

OFFICE USE ONLY

ZONING CLEARANCE #: _____ (FEE: \$50)
 BUILDING PERMIT #: _____ (FEE: \$40)
 TOTAL FEE: \$ _____
 DATE ISSUED: _____
 ACCEPTED BY: _____

Fire Department Approval:

Zoning Approval Stamp:

JOB & OWNER INFORMATION

*Tent/Canopy Location (Address): _____
 *Property Owner: _____ *Phone #: _____
 *Property Owner's Address: _____
 *Contractor/Installer: _____ Phone #: _____
 *Submitter's Email Address: _____

TENT/CANOPY INFORMATION

Tent Installation Date: _____ Event Date(s): _____ Tent Dimensions: _____
 Will the tent have sides? No Yes (if yes please mark exit locations on diagram)
 Tent Support Structure: Frame Clearspan Pole Tension

Tent Anchorage (stakes or ballast):

<u>Stakes</u>	<u>Ballast</u>
Total # of stakes required: _____	Type of Ballasting: <input type="checkbox"/> Water <input type="checkbox"/> Concrete
Depth of stake embedment: _____ (inches)	Total Ballast Weight Required: _____
Stake Angle: <input type="checkbox"/> 0-15 deg.(vertical) <input type="checkbox"/> 30 deg. or greater	Ballast Mounting: <input type="checkbox"/> Top <input type="checkbox"/> Bottom

The Industrial Fabrics Association International-Tent Rental Division has made recommendations for staking and ballasting calculations, based on their testing.

The tent owner or agent shall attach a certificate executed by an approved testing laboratory certifying that the tents and their appurtenances; sidewalls, drops, floor coverings, etc. are composed of or treated with a material meeting the flame propagation performance criteria of NFPA 701.

Occupant Load*	Min. # of Exits	Min. width of each Exit (in.)	Please provide a diagram of the tent location on the property. A simple sketch or an aerial picture with the tent drawn in will suffice.
10 - 199	2	72	
200 - 499	3	72	
500 - 999	4	96	
1,000 - 1,999	5	120	
2,000 - 2,999	6	120	
3,000 or more**	7	120	

*Occupant load only needs to be calculated if the tent has sides. If assistance in calculating occupant load is required, please contact Elkhart Fire Dept. Inspection Bureau at 574-293-8931. **When the occupant load exceeds 3,000 the total width of all exits (in inches) shall not be less than the total occupant load multiplied by 0.2 inches per person.

 Signature of Owner or Authorized Agent

 Date

 Print Name

Tent & Canopy Information:

A site plan or diagram indicating the tent location on the property is required for all Tent/Canopy Applications. A simple sketch or an aerial picture with the tent drawn in will suffice.

A Building Permit Application is required in addition to this application if the following are met:

- ~The tent has sides and is OVER 750 sq.ft.
- ~The tent is a canopy (NO sides) and is OVER 1,500 sq.ft.

Approval of Applications:

- ~Any tent or canopy that is going to be on a Commercial Property, Street, Park, etc. will need to be approved by the Fire Department before being issued by Permit Center Staff. Approval from the Fire Department may take 1-3 days.
- ~Any tent or canopy that is going to be on a Residential Property will only need to be approved by the Zoning Department before being issued by Permit center Staff.

Application Fees:

- ~Tent/Canopy Application: \$50.00
- ~Building Permit Application (if required): \$40.00

Inspections:

- ~Tents/Canopies on Residential Properties are NOT inspected by the Fire Department.
- ~Tents/Canopies on all other properties will be inspected by the Fire Department during the event.