

Checklist/Instructions for Tents & Canopies (Temporary) - Commercial

Note: Tent = structure with sides Canopy = structure with NO sides

- Required Application(s):
 - Zoning Permit: Tents & Canopies (Temporary) – Commercial**
 - Building Permit: Tents & Canopies (Temporary) – Commercial** is only required if the temporary structure meets one of the below sizes:
 - Tent (sides) is OVER 750 sq.ft.
 - Canopy (no sides) is OVER 1,500 sq.ft.

- Required Document(s):
 - Site Sketch:** submit a Site Sketch with the Zoning Permit application, showing where the structure will be on the property. You will need to include the dimensions of the structure and also show the location of all existing structures on the property.

- Additional Information/Requirements:
 - Fire Department Review:** your applications and documents will be reviewed by Permit Center Staff and then submitted to the Fire Department for Review. Once reviewed, you will receive notification by email if your plans have been approved or if additional information is needed.