



TENT, CANOPY, MEMBRANE STRUCTURE PERMIT APPLICATION
ANN ARBOR TOWNSHIP FIRE DEPARTMENT
 4319 Goss Road, Ann Arbor, MI 48105, 734-741-5900, Chief Mark Nicholai
building@aatwp.org

Under the provisions of Chapter 24 of the International Fire Code, permission is hereby granted this applicant to erect tent, canopy or membrane structure during the period specified below:

Name of Applicant *Address of Applicant*

Email Address of Applicant *Phone Number of Applicant*

Date / Duration and Time of Event *Time and date tent will be erected*

Location of Tent, Canopy, or Membrane(s)

Number of People attending: _____

NOTE: If more than 300 people will be in attendance at any transient amusement enterprise, outdoor temporary gathering, and any similar event, all or any part of which includes a theatrical exhibition, musical performance, public show, a lighting or visual display or an event involving the amplified transmission of sound (both of which may unreasonably impact adjacent public highways or properties), entertainment, amusement or other exhibition, Ann Arbor Township requires that a Special Event Permit be approved 60 days before the event in question.

Identify the purpose of the outdoor gathering and the proposed use of the tent:

The following information is required to be submitted with the permit application:

- Provide site plan showing tent, canopy or membrane location and size.
 - Tents ≥ 400 sq. ft. with at least one side wall require a permit.
 - Tents ≥ 700 sq. ft. all must have a permit
- Number of tents for this event and size(s): _____
- Will there be any cooking, warming devices or temporary lighting? Describe:

- **Fee:** \$50.00 per tent (Checks payable to Ann Arbor Charter Township or pay by credit card with 3% fee) due at time of application.

Signature of Applicant *Date*

- Provide portable fire extinguishers and "No Smoking" signs.
- Tent side walls shall have marked exits.
- Solid fueled warming devices may be acceptable (i.e. Sterno).
- Hay, straw, shavings or similar combustible material shall not be located within any tent except the materials necessary of the daily feeding and care of animals.
- LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure not less than 10 feet. Containers with a capacity of more than 500 gallons shall have a separation not less than 25 feet.
- Generators and other internal combustion power sources shall be separated from tent structures by a minimum of 20 feet and shall be isolated from the public by fence, enclosure, etc.
- Inspection will be required by Ann Arbor Township Fire Department.
- Electrical Permit may be required for temporary lighting. Additional inspections may be required.

Township Use Only

 Approved

 Date Issued

 Inspected by

 Date Inspected