



Windsor – Severance Fire Rescue

Tents, Canopies, Temporary Membrane Structures

Organization or Point of Contact: _____

Name of Activity: _____

Date(s) of Activity: _____

Location of Activity: _____

Description of Activity: _____

Fees for Permit:

- Tents and temporary membrane structures having an area in excess of **600 sq.ft.** = \$35.00 each x ____ = _____
- Canopies in excess of 900 sq.ft. = \$35.00 each x ____ = _____
- Special Event Permits = \$100.00

*Events that have multiple tents and canopies may request a **special event permit** instead of obtaining separate permits for each tent or canopy. This permit still requires a detailed site plan, but also requires one contact for the whole event. This contact will distribute this policy to all parties involved and make certain all requirements are met before the WSFPD inspection. The contact person shall accompany the inspector during the final inspection. The event coordinator will help assure that any problems found during the inspection will be corrected.*

Total fees to be paid at inspection to WSFPD = _____

This permit is to be used for the above date(s) and activity only. The area shall be restored to its original conditions following the event. Comply with 2006 International Fire Code, 2006 International Building Code, WSFPD Policy FP003 Special Events, Tents and Canopies and the following conditions:

(For Fire Prevention Use Only) Conditions or Requirements:

Applicant: _____

Title: _____

Signature: _____

Contact Phone and Email: _____

Issued By: _____

Title: _____

Signature: _____

Contact Phone and Email: _____

Call Windsor – Severance Fire Protection District at 970.686.2626 to schedule inspection prior to start of the event.