

# TEMPORARY STRUCTURE APPLICATION FORM

Updated: October, 2018

Permit # \_\_\_\_\_



## CONTACT INFORMATION

|                   |  |                    |  |
|-------------------|--|--------------------|--|
| Applicant's Name  |  | Property Owner     |  |
| Applicant's Phone |  | Owner's Phone #    |  |
| Applicant's Email |  | Owner's Email      |  |
| License Number    |  | Construction Value |  |

## PROPERTY INFORMATION

Subject Property Address: \_\_\_\_\_

## DESCRIPTION OF REQUEST

What is the Purpose / Use of the Temporary Structure? \_\_\_\_\_

When will the Temporary Structure be Installed? \_\_\_\_\_ Removed? \_\_\_\_\_

Will the Temporary Structure be served by:  Electricity\*  Water Service\* \*Separate Permit Required

## AUTHORIZATION

*I certify the truthfulness of all of the information in this application. I understand that if any of the information provided is incorrect the permit may be revoked by the building official.*

*I understand a special building permit for a limited time shall be obtained before the erection of temporary structures such as construction sheds, canopies, tents & fences used in construction work or for temporary purposes such as reviewing stands, and such structures shall be completely removed upon the expiration of the time limit stated in the permit.*

*I understand that before a temporary permit is granted, the owner or agent shall file with the building official a certificate executed by an acceptable testing laboratory, certifying that the tent, decorative materials and tarpaulins meet the requirements for flame resistance prescribed for both the small scale and the large scale tents in NFPA 701, and that such flame resistance is effected for the period specified by the permit*

**\*\*I UNDERSTAND THAT A CERTIFICATE OF OCCUPANCY IS REQUIRED FOR THE STRUCTURE**

Filing Fee as noted on pg. 2    Technology Fee \$12    **TOTAL FEE ATTACHED \$** \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Please be prepared to provide a current driver's license and a copy of contractor's license.*

## CHECKLIST FOR TEMPORARY STRUCTURE PERMIT APPLICATION

| Items Required for Complete Submittal |   | Staff Verification & Comments |  |
|---------------------------------------|---|-------------------------------|--|
| <input type="checkbox"/>              | Completed Application for Temporary Structure Permit  | <input type="checkbox"/>      |  |
| <input type="checkbox"/>              | Digital site plan indicating location of temporary structure in relation to other structures, parking lots, property lines, etc | <input type="checkbox"/>      |  |
| <input type="checkbox"/>              | Filing Fee           \$30 (less than 1,000 sf)<br>\$58 (greater than 1,000 sf)<br>Technology Fee   \$12                         | <input type="checkbox"/>      |  |
| <input type="checkbox"/>              | Completed application for Certificate of Occupancy  | <input type="checkbox"/>      |  |