



VERMONT DEPARTMENT OF PUBLIC SAFETY DIVISION OF FIRE SAFETY

Office of the State Fire Marshal, State Fire Academy and State HAZMAT Team

www.firesafety.vermont.gov



TENT PERMIT APPLICATION

Have you consulted with a Fire Marshal regarding this project? No Yes/Name _____

All sections are required to be filled out completely and shall be typed or printed legibly

Section A - Tent Site Location and Vendor Information

Building Name or Site Name _____

Building Address _____
911 Number / Street City State Zip

Tent Vendor _____

Address _____
Mailing Address City State Zip

Phone _____ E-mail _____

Onsite Contact Name _____ Phone _____

Section B - Applicant Information

Company _____ Contact Person _____

Address _____
Mailing Address City State Zip

Phone _____ E-mail _____

Section C - Occupancy/ Use of Tent

Assembly Mercantile Storage Other:

Type of Event: _____ How many days is event running: _____

Date of Event: _____ Date & time ready for inspection: _____

Tent Information

Single or Multiple Sites _____ Tent square footage: _____

Number of exits: _____ Occupant Load: _____ Tent fabric fire resistant: Y / N Date: _____

Tent occupied in hours of darkness: Y / N Year tent manufactured: _____

Location of nearest building (10' min.) _____ 20' fire lane maintained: Y / N

Site plan drawn to scale: Y / N Fire Extinguishers: Y / N

Exit signs & emergency lights: Y / N Electrical power provided: Y / N

Emergency Plan: Y / N Weather monitoring: Y / N Type: _____

Heating Appliances: Y / N If Yes, fuel type and location _____

Cooking Appliances: Y / N If Yes, fuel type and location _____

LP Gas Cylinders are at least 5' from tent: Y / N N/A

Arrangement of seating: Chairs Tables & Chairs Bleachers None

This section for office use only

Structure ID _____ Work Item ID _____ Received Date _____ Reviewer _____

Check From _____ Check # _____ Check Amount _____ Event ID _____ Date Permitted _____

Section D - Description / Scope of work

Please provide a description of the work being performed. Attach additional pages as necessary.

A site plan must be submitted for tents that are less than 20' from building or other tent.

A Master Electrician must obtain an electrical work notice prior to installation of any electrical wiring.

Section E - Project Valuation and Fee calculations

The Permit Fee is based on the total valuation of tent and other equipment rented, as associated with the event.

For projects involving volunteer labor and donated material, the valuation of construction work is based on the value of the volunteer labor as well as the donated materials when calculating the permit fee.

	TOTAL PROJECT VALUATION	\$
Fee is \$8.00 per \$1000 of total project valuation Calculate fee by multiplying TOTAL PROJECT VALUATION by 0.008	X	0.008
There is a \$50 Minimum Fee This line is for the fee as calculated or \$50 whichever is greater.		\$
*** Please make all checks payable to the Department of Public Safety ***		

Section F - Permits Required

When are tent permits required?

Tents must be permitted when a tent exceeds **1,200 square feet** in area.

EXAMPLE: Tents used at weddings, graduations, anniversaries, etc. occurring at public locations, such as a restaurant must have a permit when the tent is larger than 1,200 square feet

EXAMPLE: Tents at a **private residence** (regardless of size) where people are attending a private function, without paying admission, are exempt from permitting.

Permits shall be filed 30 days prior of the event date. **Permit for the tent/s is valid for the specified dates only.**

General Information

I hereby attest by my signature under 13 V.S.A. 3016 (filing a false claim with a Department or Agency of the State) that I am the owner, or owner's designated representative and that the information contained within this form is correct and accurate to the best of my knowledge:

Signature of Applicant: _____ **Date:** _____

Return this completed form with all required fees, plans, and supplemental information to the appropriate Regional Office

Barre Regional Office
1311 US Rte 302, Ste 500
Barre, VT 05641
Phone: (802) 479-4434

Rutland Regional Office
56 Howe St, Bldg A, Ste 200
Rutland, VT 05701
Phone: (802) 786-5867

Springfield Regional Office
100 Mineral St, Ste 307
Springfield, VT 05156
Phone: (802) 885-8883

Williston Regional Office
380 Hurricane Lane, Ste 101
Williston, VT 05495
Phone: (802) 879-2300