



TENT PERMIT APPLICATION

Please provide the following:

Permit # _____

1. **Certificate of Fire Resistance**
2. **Site Map of Location of Tent**
3. **Certificate of Liability***
4. **Lease Agreement or Letter of Permission from Property Owner**

**PLEASE SUBMIT REQUESTS FOR PERMITS AT LEAST FIVE (5) BUSINESS DAYS
IN ADVANCE OF AN EVENT.**

Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Tent Information

Location: _____

Event Date(s): Set up: _____ Break Down: _____

Tent Size: _____ Tent Value: _____ Proposed Occupancy Load: _____

Sides/Walls? Yes No

Day Event? Yes No

Night Event? Yes** No

****Emergency & Exit Light Required for Night Events**

***Effective July 1, 2012, the State of Virginia requires that the City of Winchester be listed as additionally insured on General Liability Policies in the amount of \$1,000,000 on all Certificates of Liability on all permits issued for City owned properties.**

I do hereby agree to work in conformity to the ordinances and regulations of the City of Winchester and the Uniform Statewide Building Code.

Print Name: _____

Signature: _____ Date: _____