



## TENT PERMIT APPLICATION

The following must be provided:

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**

**\*\*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 Occupant Load: \_\_\_\_\_

Sides/Walls             Yes         No  
 Day Event?             Yes         No  
 Night Event?           Yes\*\*       No

**\*\*Emergency & Exit Lights Required for Night Events.\*\***

**\*\* IF USING A GENERATOR, AN ELECTRICAL PERMIT MUST BE OBTAINED THROUGH MDIA, 540-667-8484.\*\***

**\*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 current Uniform Statewide Building Code.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_