



**CITY OF PHILADELPHIA
DEPARTMENT OF LICENSES AND INSPECTIONS
APPLICATION FOR OPERATIONS PERMIT
TEMPORARY TENT PERMIT**

FEE: \$75.00 - PER TENT, \$30.00 - PER LAWFUL OCCUPANCY SIGN, \$200.00 - WEEKEND OR AFTER-HOURS SET-UP (AFTER 4:00PM)

I. GENERAL INFORMATION

PROJECT ADDRESS		PERMIT NO.
PRINCIPAL OCCUPANCY / BUSINESS NAME / EVENT NAME		
PROPERTY OWNER	OWNER'S ADDRESS	
INSTALLER'S BUSINESS NAME	INSTALLER'S BUSINESS ADDRESS	
APPLICANT	SITE CONTACT NAME	CONTACT E-MAIL ADDRESS
DAYTIME PHONE NUMBER	EVENING PHONE NUMBER	FAX NUMBER
INSTALLER'S BUSINESS LICENSE NO.	HANSEN I. D. NO.	HANSEN CONTACT NO.

II. TENT INFORMATION ➔ **IS THIS ACCESSORY TO A BAR OR NIGHTCLUB USE ?** YES NO ←

NOTE: A LAWFUL OCCUPANCY SIGN IS REQUIRED FOR 50 OR MORE PEOPLE & ALL ASSEMBLY USE TENTS 750 SQ FT AND ABOVE

SIZE OF TENT	NO OF TENTS	SEATING ARRANGEMENT:				LAWFUL OCCUPANCY REQUIRED?	
		[] TABLES & CHAIRS	[] CHAIRS ONLY	[] STANDING	[] EXHIBIT	[] COOK TENT	[] YES
		[] TABLES & CHAIRS	[] CHAIRS ONLY	[] STANDING	[] EXHIBIT	[] COOK TENT	[] YES
		[] TABLES & CHAIRS	[] CHAIRS ONLY	[] STANDING	[] EXHIBIT	[] COOK TENT	[] YES
		[] TABLES & CHAIRS	[] CHAIRS ONLY	[] STANDING	[] EXHIBIT	[] COOK TENT	[] YES
		[] TABLES & CHAIRS	[] CHAIRS ONLY	[] STANDING	[] EXHIBIT	[] COOK TENT	[] YES

III. TENT INSTALLATION & USE INFORMATION

DATE ERECTED	DATE OF EVENT	DATE REMOVED	DAY USE / NIGHT USE / BOTH?	ELECTRICAL PERMIT NO. - FOR GENERATOR USE
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IV. PAYMENT CALCULATOR

TOTAL NUMBER OF TENTS ERECTED _____ X \$75.00 = _____
TOTAL NO. OF LAWFUL OCCUPANCY SIGNS _____ X \$30.00 = _____
SUB-TOTAL _____
WEEKEND / AFTER-HOURS INSPECTION FEE (IF APPLICABLE) + \$200.00
TOTAL = _____

V. APPLICATION REQUIREMENTS

NOTE: APPLICATIONS FILED LESS THAN 72HRS PRIOR TO EVENT MAY BE IMPOSED AN ADDITIONAL PROCESSING FEE.

**** PLEASE ATTACH THE FOLLOWING ****

SITE DRAWING OR MAP SHOWING TENT LOCATION **AND STREET NAMES** FLAME RETARDANT CERTIFICATE - MUST MEET NFPA 701 STANDARDS. APPROVALS FROM STREETS & POLICE DEPARTMENTS WHEN STREET CLOSER IS REQUIRED FOR AN EVENT DEPARTMENTAL (FAIRMONT PARK, RECREATION, PUBLIC PROPERTY) APPROVAL FOR PUBLIC AREAS

PLEASE READ THE FOLLOWING SECTION AND SIGN WHERE INDICATED

ELECTRICAL PERMIT REQUIRED, UNLESS POWER IS PROVIDED THROUGH EXISTING GROUND FAULT PROTECTED RECEPTACLES AND POWER CORDS ARE PROPERLY RATED. ELECTRICAL PERMIT MUST BE SECURED PRIOR TO THE REQUIRED INSPECTION.

AN OPERATIONS PERMIT IS NOT REQUIRED FOR THE FOLLOWING:

TENTS 400 SQ FT AND UNDER

TENTS OR CANOPIES OPEN ON ALL SIDES UP TO 700 S.F. WITH A MINIMUM 12' CLEARANCE TO STRUCTURES OR OTHER TENTS.

I hereby certify that the statements contained herein are true and correct to the best of my knowledge and belief.

SIGNATURE OF APPLICANT: _____ DATE: _____

PLEASE RETURN THE COMPLETED APPLICATION TO
DEPARTMENT OF LICENSES AND INSPECTIONS
PERMIT SERVICES DIVISION
1401 JOHN F KENNEDY BLVD., CONCOURSE LEVEL
PHILADELPHIA, PA 19102