



Tents, Canopies and Other Membrane Structures
All items must be filled out completely or this application will be returned!

Site Location	Street Address _____
Organization/ Company or Person	Organization/Company _____ Phone _____
	Contact Name _____ Fax _____
	Address _____
	City _____ State ____ Zip _____

Company providing the tent, canopies or other membrane structure	Company _____ Phone _____
	Contact Name _____ Fax _____
	Address _____
	City _____ State ____ Zip _____

Date and Time of event	Starting Time: _____ Date: _____ (AM/PM)
	Finishing Time: _____ Date: _____ (AM/PM)

Date and Time of Installation	Starting Time: _____ Date: _____ (AM/PM)
	Finishing Time: _____ Date: _____ (AM/PM)

General information	Contact Name _____ Phone _____
	Number of people attending _____
	Type of Event _____

I hereby apply for this permit and I acknowledge that the information above is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Maple Grove and with the Minnesota Building/Fire Codes; that I understand this is not a permit but only an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plan in the case of work which requires a review and approval of plans. 20% of the permit fee is non-refundable with any request for cancellation after a permit has been issued.

Applicant's Signature: _____ Approved By: _____ Date Approved: _____

Planning & Zoning Approval: _____

The following information must be included with the application:

Tents, Canopies & Other Membrane Structures shall be installed and maintained in accordance with the Minnesota State Fire Code.

1. Plans shall be to scale or shall indicate all measurements.
2. Submit two (2) sets of plans and specifications.
 - A. Provide a detailed site and floor plan indicating:
 1. The location of the tent, canopy & membrane structure in relation to property lines, buildings, vehicle parking or other internal combustion engines, and other tents, canopies and membrane structures.
 2. The size of the tent, canopy or membrane structure.
 3. The location of vehicle parking.
 4. The location of emergency vehicle access.
 5. The location, width, and type of exits.
 6. The location and type of No Smoking signs, exit signs, emergency egress illumination.
 7. A floor plan must also include aisles, seating arrangements, stage, storage plan, any heating/cooling appliances, and fire extinguishers.
 8. Cooking tent area if applicable; including appliance placement, fuel type and storage and a copy of a Permit from Hennepin County Health Department.
 9. The location any open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas and charcoal.
 - B. The sidewalls, drops and tops of all tents, canopies and temporary membrane structures shall be of flame-retardant material or shall be made fire retardant in an approved manner. A label must be permanently attached bearing the identification of size and fabric or material type to each panel.
 - C. An affidavit or affirmation must be submitted with the permit application indicating following:
 1. The names and address of the owners of the tent, canopy or other membrane structure.
 2. The date the fabric was last treated with flame-retardant solution.
 3. The trade name or kind of chemical used in treatment.
 4. The name of person or firm treating the material.
 5. The name of testing agency and test standard by which the fabric was tested.
 - D. Tents, air supported, air-inflated or tensioned membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent collapsing. Documentation of structural stability shall be furnished to the chief upon request.
 - E. Air-supported and air-inflated structures have additional requirements; the information will be provided when requested.