

Building Use     Commercial     Residential    **Application Number: PRTC20** \_\_\_\_\_

**Event Details**

Approximate Number Attending \_\_\_\_\_     Invitation Only     Open to Public  
 Date Event Starts \_\_\_\_/\_\_\_\_/\_\_\_\_ (mo/day/year)    Date Event Ends \_\_\_\_/\_\_\_\_/\_\_\_\_ (mo/day/year)  
 Time Event Starts \_\_\_\_\_ a.m. / p.m.    Time Event Ends \_\_\_\_\_ a.m. / p.m.  
 Site Address of Event \_\_\_\_\_ Unit/Suite \_\_\_\_\_  
 Description of Event \_\_\_\_\_

**Additional Event Details**

Temporary Heat, Type of Fuel \_\_\_\_\_     Temporary Power, Type of Device \_\_\_\_\_ Size of Generator \_\_\_\_\_  
 Serving Food (EH), Type of Food \_\_\_\_\_     Cooked Onsite, Cooking Device \_\_\_\_\_  
 Furnishings (under tent) \*     Chairs     Tables     Stage, what are the dimensions? \_\_\_\_\_  
 \* Applicant must provide a site map, seating diagram and configuration, location of stages and banquet tables.

**Applicant Information**

Applicant Name \_\_\_\_\_ Contact Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

**Event Contact Information**

Event Contact Name \_\_\_\_\_ Contact Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Contractor Name \_\_\_\_\_ Contact Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Property Owner Information**

Property Owner Name(s) \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 E-mail Address \_\_\_\_\_

**Required Submittals**

A site map and flame retardant certificate must be attached to this application. Complete the following table for each tent (4 maximum):

Nbr	Select Type		Description			L x W	Use	Location
	Tent	Canopy	Membrane	Air-Inflated	Air-Supported			
#1								
#2								
#3								
#4								

*Continue to page 2*

I hereby apply for a tent/canopy permit and I acknowledge the information above is complete and accurate; the work will be in conformance with the ordinances and codes of the City of Bloomington and with all applicable Minnesota Codes; I understand this is not a permit but only an application for a permit and work is not to start without a permit; the event will be in accordance with the approved plan in the case of all work which requires review and approval of plans.

Applicant Signature \_\_\_\_\_ Date Signed \_\_\_\_/\_\_\_\_/\_\_\_\_

**THIS SECTION TO BE COMPLETED BY COMMUNITY DEVELOPMENT STAFF ONLY**

Are there Planning Conditions? Y / N

Is a Special Event License required? Y / N

Reviews Required  Env. Health  Temporary Heat  Tank  Electrical  
Permits Required  Env. Health  Mechanical/HVAC  Tank  Electrical

Additional Requirements  Fire Extinguishers What Type? \_\_\_\_\_ How Many? \_\_\_\_\_  
 Site Map  Floor Map  
 Letter Describing Use  Flame Retardant Certificate  
 Bond  Liability Insurance  
 Parking > 10 feet from tent  Distance from Property Line > 10 feet  
 Fire Lane Requirements Met  Fire Inspector Standby

Conditions of Issuance \_\_\_\_\_

Handouts and Information Sheets included with Issuance  Tent/Canopy Info Sheet  Other

Fire Inspector Approval \_\_\_\_\_ Date Approved \_\_\_\_/\_\_\_\_/\_\_\_\_