



# TENT PERMIT APPLICATION

**This permit is only required for tents 600 sq ft or larger.**

**Please complete all sections of this application. An incomplete application will be returned to applicant.**

PLEASE RETURN TO EITHER:

Marion Fire Station #1  
100 Irish Drive  
Marion, IA 52302  
or firepermits@cityofmarion.org

Marion Building City Hall  
1225 6<sup>th</sup> Avenue  
Marion, IA 52302

OFFICE USE ONLY:	
Permit #: _____	Date Submitted: _____
Fee Submitted: _____	Receipt #: _____
Date Notification and plans were sent to Fire: _____	

### 1. APPLICANT INFORMATION

Applicant: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Email Address: \_\_\_\_\_

### 2. GENERAL INFORMATION

Property Address: \_\_\_\_\_  
Description of Work: \_\_\_\_\_  
Total Tent Square Footage: \_\_\_\_\_

### 3. INSTALLER INFORMATION

Installer Name: \_\_\_\_\_ Installer Phone: \_\_\_\_\_  
Installer Address: \_\_\_\_\_

### 4. SUBMITTAL INFORMATION

License Fee Enclosed (\$50.00/tent). Note: Fire Station #1 only accepts cash/check. \_\_\_\_\_ YES \_\_\_\_\_ NO

Site Plan: \_\_\_\_\_ YES \_\_\_\_\_ NO

Site plan must show dimensions of setbacks from property lines, existing structures, parking lots, etc. Dimensions must comply with the following:

- Structure must be at least 20 feet from lot line, buildings, other temporary structures, parked vehicles or internal combustion engines
- Certification of flame retardance must be attached to the structure or accompanying this form
- Cooking/heating equipment cannot be within 10 feet of an exit
- No grease-laden vapors within 20 feet of tent
- LP Cylinders 500 gallons or less must be at least 10 feet from structure. Gas lines must be protected.

**Any questions regarding Tent requirements and submittal documentation can be directed to the Fire Department. Please call them at 319-377-8237.**