



Building Inspection  
 Department  
 Town Hall, 6 Walker Street  
 Lenox, Massachusetts 01240  
 Tel. 413-637-5503  
 Fax 413-637-5518

**TOWN OF LENOX, MASSACHUSETTS**

Permit # 20 -

**TENT PERMIT APPLICATION**

All information must be complete. Incomplete applications will not be accepted.

Date					Permit Fee	\$
<b>PROPERTY INFORMATION (Address of tent/event location)</b>						
Property Name			Address			
Contact Person			Phone		Fax	
<b>PROPERTY OWNER INFORMATION (if different from above)</b>						
Owner Name			Address			
City/Town			State		Zip	
Contact Person			Phone		Fax	
<b>TENT INSTALLER INFORMATION (Contractor responsible for erection of tent)</b>						
Contractor Name			Address			
City/Town			State		Zip	
Contact Person			Phone		Cell	
<b>RESPONSIBLE INDIVIDUAL (Main contact for all items related to this event)</b>						
Name			Email			
Cell			Fax			
City/Town			State		Zip	
<b>TENT/EVENT INFORMATION (Information pertaining to the actual tent/event)</b>						
For what purpose will the tent(s) be used?				Tent Cost	\$	
No. of Tents	Date(s) tent(s) set up from		To			
Tent Dimensions	Length (ft)		Width (ft)		Height (ft)	
Setbacks (to property lines or buildings)	Front (ft)		Rear (ft)		Side (ft)	
Proposed Occupant Load (# of people attending)			Will side curtains be provided?		<input type="checkbox"/> Y <input type="checkbox"/> N	
Are exits designated?	<input type="checkbox"/> Y <input type="checkbox"/> N	Number of Exits	Width of Exits			
Is food going to be served at this event? (If so, notify Health Dept for inspection)				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the tent have any Heating Equipment? (If so, the Fire Dept must approve)				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the tent have any Electrical Service? (If so, notify Electrical Inspector for inspection)				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the tent have seating or tables with chairs? (Provide floor plan showing egress/occupant load)				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is your tent adequately guyed, staked and fastened to withstand a wind load of 90 (mph)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**\* IMPORTANT: PLEASE NOTE ADDITIONAL INSTRUCTIONS ON BACK OF PAGE! \***

<b>CODE REQUIREMENTS (Information pertaining to compliance of the tent/event)</b>	
<b>Code requirement</b>	<b>Code Section</b>
1. The installation instructions must be provided to properly show the erection procedures of the tent.	IBC 107
2. The tent & decorative materials must be treated to render them flame resistant. (Attach cut sheet)	IFC 2404.2
3. A site plan must be provided indicating location of the temporary tent.	IBC 3103.2 & IFC 2403.6
4. A floor plan must be provided showing means of egress and seating arrangement.	IBC 3103.2 & IFC 2403.6
5. The floor plan must show the location and type of heating and electrical equipment, if applicable.	IFC 2403.6
6. A fire apparatus access road must be provided and/or a unobstructed fire break passageway.	IFC 2403.8 & IFC 2403.8.5
7. Exit signs and emergency lights must be provided if more than one exit is required.	IBC 3103.4 & IFC 2403.12.6/7
8. Portable fire extinguishers must be provided and depicted on the floor plan.	IFC 2404.12
9. A generator or other internal combustion power source must be separated at least 20' and isolated.	IFC 2404.19
10. Smoking shall not be permitted in tents and "No Smoking" signs shall be installed.	IFC 2404.6
11. Open flame or other devices emitting flame, fire or heat are not allowed in or within 20' of tent.	IFC 2404.7
12. Heating & cooking equipment must be in accordance with IMC & IFGC and approved by Fire Dept.	IFC 2404.15
13. Storage and handling of LP-gas and equipment must be approved by the Fire Dept.	IFC 2404.16
14. Storage of flammable and combustible liquids and use of equipment must be approved by Fire Dept.	IFC 2404.17
15. Liquid and gas-fueled vehicles and equipment used for display must be approved by Fire Dept.	IFC 2404.18
16. The Fire Dept may require a qualified person to be employed to remain on duty during event.	IFC 2404.20

<b>Owner Authorization</b>	
I, _____	as owner of the subject property hereby authorize
to act on my behalf in all matters relative to this tent application. _____	
Signature:	Date:

<b>Owner/Authorized Agent Declaration</b>	
I, _____	as Owner/Authorized Agent declare that the statements & information on the
foregoing application are true and accurate. _____	
Signature:	Date:

<input type="checkbox"/> Local Town Approval	413-637-5500	<input type="checkbox"/> Fire Department	413-637-2347
<input type="checkbox"/> Police Department	413-637-2346	<input type="checkbox"/> Electrical Inspector	413-448-8311
<input type="checkbox"/> Plumbing & Gas Inspector	413-637-0645	<input type="checkbox"/> Dept. of Public Works	413-637-5525
<input type="checkbox"/> Parks & Rec. Department	413-637-5530	<input type="checkbox"/> Conservation Department	413-637-5504
<input type="checkbox"/> Massachusetts Electric Co.	1-800-322-3223	<input type="checkbox"/> Western Mass. Elect. Co.	1-800-286-2000
<input type="checkbox"/> Tri-Town Health Dept.	413-243-5540	<input type="checkbox"/> Building Inspection Dept	413-637-5503

**AFTER THE TENT HAS BEEN ERECTED, PLEASE CONTACT THE DEPARTMENTS THAT ARE CHECKED ABOVE TO MAKE ARRANGEMENTS FOR INSPECTIONS OF THE TENT AND EQUIPMENT**

**THANK YOU FOR YOUR COOPERATION!**