



Tent Permit Application

Department of Planning & Development Review, Bureau of Permits and Inspections
900 East Broad Street, Room 108
Richmond, Virginia 23219
Office: (804) 646-4169

<https://www.rva.gov/planning-development-review/permits-and-inspections>

Permit Number: _____ Building _____ Zoning _____ Planning _____ Public Works _____
Historical District _____ Violations on Property _____ Delinquent Taxes _____ Flood Plain _____ Chesapeake Bay _____

Use Group: **A5 (Outdoor Assembly)** Improvement Type: **AL1** Cost: **Contractors Cost**

Job Address: _____

Property Owner's Name: _____ Telephone Number: _____

Contractor's Name: _____

Contractor's Address: _____ Telephone Number: _____

License Type: _____ Class A B C State License Number: _____

Date of Installation: _____ Date of Removal: _____ Number of Days Used: _____

The following PDF documents MUST be submitted with this application:

- Detailed Site Plan identifying proposed tent location(s) on property and distances from other structures
- Flame Resistance Certification for each tent
- Interior floor plan detailing the proposed exits, path of egress, seating, heating and electrical equipment
- Locations of Fire Extinguishers
- Location of Emergency Lighting/Exit Sign(s)
- Layout of cooking equipment

Describe the tents to be used at this location:

Length		Width		Total Square Feet
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____
_____	X	_____	=	_____

Cost of Job: \$ _____ Will the tent(s) have sides? YES NO

Describe the use of the tent(s): _____

Proposed occupant load: _____ Will there be stages or platforms? YES NO

Applicant Name: _____ Telephone Number: _____

Address: _____ Suite/Apt. Number: _____

City: _____ State: _____ Zip Code: _____ Mobile Number: _____

Email Address: _____ Fax Number: _____

Applicant's Signature _____ Date: _____

BUREAU OF PERMITS AND INSPECTIONS USE ONLY

Permit Fee: _____ Fee Received: _____ Receipt Number: _____

Check _____ Credit Card _____ Authorization Number: _____