



# Tent Permit Application

Lancaster City Bureau of Fire - Fire Marshal Division  
120 North Duke Street – P.O. Box 1599  
Lancaster PA 17608  
717-291-4869 firemarshal@cityoflanasterpa.gov



Operational and construction permits are required to operate and construct an air-supported temporary membrane structure, a temporary special event structure or a tent having an area in excess of 400 square feet. All tent erection companies shall have a valid certificate of fitness certification issued by the Fire Bureau. This application shall cover both permits. Fees are \$110 per tent erected. Remit fees payable to The City of Lancaster PA with application.

Application to be submitted by vendor.

**APPLICANT/CONTACT PERSON:** \_\_\_\_\_

**COMPANY INSTALLING TENT:** \_\_\_\_\_

Mailing Address (STREET/CITY/STATE/ZIP CODE): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Certificate of Fitness #: \_\_\_\_\_ Total # of Tents: \_\_\_\_\_

Date of Installation: \_\_\_\_\_ Date of Removal: \_\_\_\_\_

**CUSTOMER NAME:** \_\_\_\_\_

Site Location: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Provide the dimensions of each tent in the table below. If more than 10 tents, attach additional applications:

Tent #	Tent Size		Square Feet <i>(For Office Use)</i>	Application # <i>(For Office Use)</i>	Permit #'s <i>(For Office Use)</i>	Permit Code <i>(For Office Use)</i>	Fees <i>(For Office Use)</i>	Site Plan Provided? <i>(For Office Use)</i>	Tent Floor Plan Provided? <i>(For Office Use)</i>
	Length	Width							
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

**Applications will not be processed without the following additional information:**

- Attach site plan to application showing where all the tents will be placed on the plot.
- Attach internal tent floor plans for each tent to application. If unknow request from client.

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Fire Marshal approval: \_\_\_\_\_ Date: \_\_\_\_\_

Office notes: \_\_\_\_\_

\_\_\_\_\_