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City of St. Louis
DEPARTMENT OF PUBLIC SAFETY
DIVISION OF BUILDING AND INSPECTION
LYDA KREWSON
MAYOR



FRANK OSWALD
BUILDING COMMISSIONER

TENT PERMIT APPLICATION

This application must be filled out completely, signed and returned with a check made payable to the City of St. Louis. The tent permit fee is \$35 for each tent over 800 square feet. This fee is applicable to all tents 800 square feet and larger, with or without side panels, on public or private property.

The **only** exemptions are:

Tents used exclusively for recreational camping purposes.

Tents used for private family events that are erected on the same lot as the residence.

Return this application accompanied by a check for the appropriate amount to:

Department of Public Safety, Building Division, Permit Section

Room 425, City Hall, 1200 Market St., St. Louis, MO 63103

** For tent(s) erected on property owned by the City of St. Louis, a Board of Public Service permit is required.

** For tent(s) erected in a City park, a permit from the Parks Department is required.

** For tent(s) erected on a public street, a permit from the Street Department is required.

Address of proposed tent(s): _____

Date tent(s) to be erected: _____ Date tent(s) removed: _____

What is the nature of the event for which the tent(s) will be used? _____

Printed Name of Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Cell #: _____

** If the occupant of the property where the tent(s) will be erected is different than the property owner, a notarized statement of permission from the property owner is required.

Property Owner: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Cell #: _____

Company, Corporation or Organization sponsoring event for which the tent(s) will be used (if applicable):

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Contact information if different than Applicant: Name: _____

Cell Phone Number: _____ E-mail address: _____

What will each tent be used for? Tent # 1: _____

Tent # 2: _____ Tent # 3: _____

List size of each tent (length, width, height): Tent # 1: _____

Tent # 2: _____ Tent # 3: _____

If you are erecting more than three (3) tents, please list the information for the additional tents on a separate sheet and attach it to this form.

Please see attached documents for regulations governing the erection and use of tents.

ADDITIONAL INFORMATION REGARDING TENTS

** There shall be a clearance of not less than 3 feet between tent side-walls / drops and all contents located inside the tent.

** Tents shall not be erected under overhead electrical transmission lines, unless they are insulated and maintain clearances required by the National Electrical Code.

If further information is needed regarding tents, please contact the Department of Public Safety, Building Division's Fire Safety Unit at (314) 622-5652 or go to City Hall, Room 407.

ACKNOWLEDGEMENT

I understand that if issued, this will constitute a permit to erect this / these tent(s) in accordance with Ordinance 70796, adopting the 2018 International Fire Code and Ordinance 70794, adopting the 2018 International Building Code. I understand this is not a license to violate any Code, Ordinance provisions or Laws governing the City of St. Louis. I have reviewed all information above and agree that it is correct.

Please provide the name and cell phone number of the person in charge at the site where the tent will be erected:

Name: _____ Cell Phone Number: _____

Signature of Applicant: _____

Today's Date: _____