

Temporary Tents and Canopies Checklist

- Complete Building Permit Application
- Copy of Certificate of Liability
- Site plan showing location and size of tent/canopy - 3 copies
- Fire extinguisher locations, Exit locations (must have at least 3 exits)
- Emergency lighting locations
- Flame Retardant Certificate – 2 copies
- Provide anchoring details – 2 copies
- Identify if tent/canopy have sides or is it open
 1. No sidewalls, stay open during sales
 2. If it has sides, need location of exit signs
- Location, information and setup of generators (if applicable)
- List of inventory of fireworks (quantity and type) (if applicable)