



APPLICATION FOR TENT OR CANOPY PERMIT

BUILDING & SAFETY DIVISION

City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3505
(503) 588-6256 • Fax (503) 588-6115

Applications may be obtained online at:

www.cityofsalem.net/bas/

1. Site Information (where the tent/canopy will be erected)

Business Name: _____

Site Address: _____

2. Property Owner: _____

Owner Mailing Address: _____

City/State/Zip: _____

Phone #: _____

3. Contact Person (receive application correspondence)

Name of Person: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____ Fax #: _____

4. Applicant Info (person/co who will be the permit holder)

Name of Applicant: _____

Full Mailing Address: _____

City/State/Zip: _____

Phone #: _____

5. Use of Tent/Canopy: _____

Applicant Signature: _____

Print Name: _____ Date: _____

ACKNOWLEDGMENTS

Approved by City of Salem Planning Department:

By: _____ Date: _____

Approved by City of Salem Fire Department:

By: _____ Date: _____

Comments:

Office Use Only

Permit #:

DATE RECEIVED:

PERMIT REQUIREMENTS

A permit must be obtained for tents over 400 square feet, or canopies over 700 square feet.

INSTRUCTIONS

Two weeks prior to erecting the tent the applicant must:

1. Submit a completed application, including a letter from the property owner giving permission for the tent/canopy.
2. Obtain Planning Dept. approval for placement of the tent/canopy. (Unless it is located in a City of Salem park where separate Planning approval will not be required)
3. Submit two copies of site plan (see 'Information Required on Plans' below)

After the plans have been approved by the Fire Marshal, the applicant will be contacted to return to our office to obtain the approved permit and plans.

A final inspection is required before occupancy.

RULES

Any tent, regardless of size, shall be flame retardant.

All displays or other type of concession that utilize any heat/flame producing appliance shall be required to have one 2A:10B:C fire extinguisher as a minimum.

All concession stands, tents over 400 square feet and canopies over 700 square feet, utilizing deep fat fryers and fry grills that are used inside, shall be provided with hoods and ducts with automatic fire protection and portable fire extinguishers, as specified in the State of Oregon Structural Specialty Code, Mechanical Specialty Code and the Oregon Fire Code or as approved by the Fire Chief.

Flammable or combustible liquids and LP-gas shall not be stored in a tent or canopy, but located outside of such structures.

FEE INFORMATION

Remit \$117.50 with your application, fees are detailed below.

You will receive a Plans Review receipt; this is not approval to erect the tent/canopy.

FEE SCHEDULE

Special Activity Fee	\$100.00
Processing Fee	\$12.50
Automation Surcharge	\$5.00
TOTAL	\$117.50

REQUIRED DATA

Letter from property owner received? ☐ Yes ☐ No

Plans with all required info received? ☐ Yes ☐ No

Flame retardant certificate received? ☐ Yes ☐ No

☐ Tent ☐ Canopy

Square footage of tent or canopy:

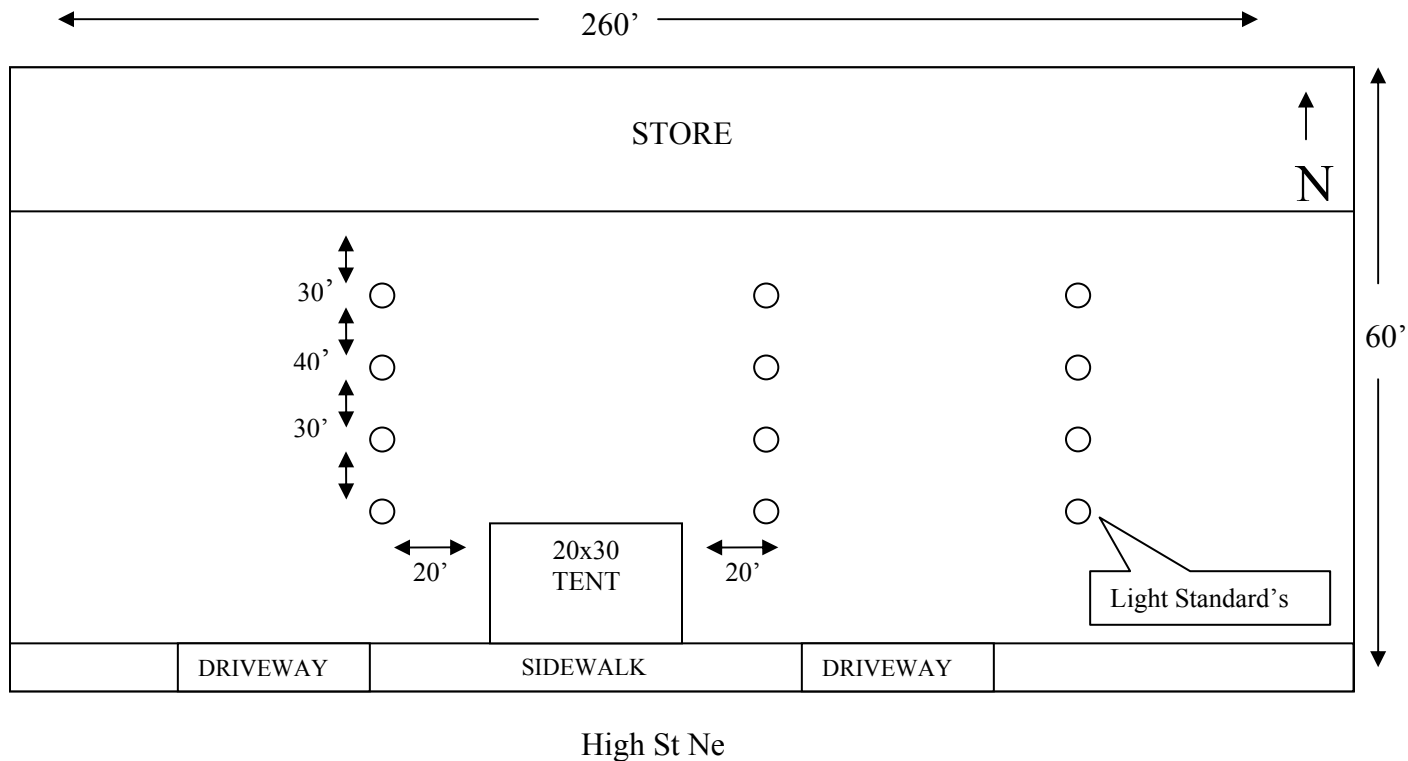
Date to be erected:

Date to be removed:

INFORMATION REQUIRED ON PLANS

1. Tent footprint, indicate size of tent/canopy
2. North arrow
3. Lot dimensions, showing setbacks from the tent/canopy to other structures, light standards, and/or right of ways
4. Show drive ways, side walks
5. Layout of items in tent, i.e.: exit aisles and width, tables, chairs, stages etc.
6. Exit locations clearly marked
7. No vehicle parking within 20 feet of tent/canopy, show this area on the site plan

Example Site Plan



Example Tent Layout

