



TENT PERMIT APPLICATION

GENERAL INSTRUCTIONS FOR THE APPLICANT

- PLEASE READ OVER THIS APPLICATION AND INSTRUCTIONS THOROUGHLY AND FILL OUT COMPLETELY, USING INK OR OTHER PERMANENT MARKER.
- PLEASE PRINT OR TYPE ALL RESPONSES. FORM IS FILLABLE IN ADOBE ACROBAT.
- SUBMIT THIS APPLICATION, WITH ALL LISTED ATTACHMENTS, TO THE FIRE MARSHAL'S OFFICE NOT LESS THAN 10 BUSINESS DAYS PRIOR TO THE EVENT.

Tent Size	Qty	Vendor	Vendor Phone	Existing Permit Number

Date/Time ready for Inspection: _____ Event Date(s): _____

Event Name: _____

Fees: \$90.00 for each addressed location. Operational permits are valid for one year.

Amount Due: \$ _____ Business Name: _____

Billing Address _____ City _____ State _____ Zip _____

Inspection Property Address if different than billing:

Street Address _____ City _____ State _____ Zip _____

Name of person making application:

_____ Telephone: _____ Emergency Telephone: _____
 Print full name

I, _____ hereby accept full responsibility for the adherence to all requirements of the Virginia Statewide Fire Prevention Code and the Loudoun County Fire Prevention Code pertaining to the above application.

Required Attachments:

- Fire Retardant Certification (each Tent) Site Drawing Floor Plan (each tent)

Please return this application with check or money order payable to the County of Loudoun.

Subject: Tents or Air Supported Structures

Date of effect: July 1, 2010

Date of revision: 12/2018

Instructions

Applications for tent permits shall include all of the following unless prior arrangements have been made:

- **Signed application showing the size and vendor for each tent**
- **For a repeat use under an existing permit, enter the number in the field provided. Enter 'New' for a first time application or tent event.**
- **Fire Retardant Certification for each tent (vendor should be able to provide)**
- **Site drawing showing adjacent structures, other tents and relationship to lot lines (one drawing can show all tents for use in the same event)**
- **Floor or seating plan showing designated exits and aisleways**

Tents with sides must have clearly marked exits. Side panels covering exits should be of a contrasting color and mounted so that they slide open to clear the exit. Signs must be lighted if tent is used after sundown. Emergency lighting must also be provided for tents used after sundown.

A minimum of two 2-A rated portable fire extinguishers shall be provided, mounted with the bottom at least 4" above ground level but the top no more than 60" above ground level. Additional extinguishers are required for every 1,500 square feet above 3,000, with a travel distance not to exceed 75' from any point in the tent to the nearest extinguisher.

Smoking is prohibited under all tents. 'No Smoking' signs shall be prominently posted.

Combustible materials such as hay or straw are prohibited inside the tent except for the care of livestock, in which case it is limited to the amount necessary for a single day.

Cooking operations must be at least 20' away from tents. Cooking tents are permitted through an agreement with the Health Department, but they can only be used for cooking and must follow the same 20' separation distance. No serving or other activity is permitted in a cooking tent. Chafing dishes and similar warming devices may be approved on a case-by-case basis.

Open flames are prohibited. Candles, lanterns and similar decorations may be approved on a case-by-case basis.

This list covers the most common items related to using tents. If you have questions related to a specific use or operation, please contact the Fire Marshal's Office for additional assistance.