

Tent and membrane structure permit application

Site address: _____ ZIP code: _____

Applicant is: ☐ Contractor ☐ Property/business owner or authorized representative

Tent/membrane structure rental company

Company name: _____ Contact name: _____

Street address: _____ Unit number: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Person/business requesting permit

Name: _____

Street address: _____ Unit number: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Property owner, if other than person/business requesting permit

Name: _____

Street address: _____ Unit number: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Property use

☐ Residential ☐ Commercial ☐ Industrial ☐ Institutional ☐ Public

Tent and event information

Type of event: _____ Date up: _____ Date down: _____

Propane heat: ☐ Yes ☐ No Flame-retardant material: ☐ Yes ☐ No**Required:** Site plan drawing of building and location of tent/membrane structure placement, along with distance measurements to structures.

Comments

Permit Fee

Permit fee: \$100 flat rate

The undersigned acknowledges that this application has been read and that the above is correct and agrees to comply with all the ordinances and laws of the City of St. Louis Park regulating building construction.

Applicant signature: _____ Date: _____

Office use only

Permit number: _____ Check number: _____ Check amount: _____ ☐ Credit card

Date received: _____ Date entered: _____ Approved by: _____ Date: _____ Issued: _____

Conditions of issuance – For office use only

Required inspections – For office use only

- | | | |
|--|--------------------------------------|--|
| ☐ Final | ☐ Plan review | ☐ Tent erection |
| ☐ Site inspection | | |

Some or all of the information that you are asked to provide on the application is classified by state law as either private or confidential. Private data is information which generally cannot be given to the public but can be given to the subject of the data. Confidential data is information which generally cannot be given to either the public or the subject of the data. Our purpose and intended use of this information is to annually update our records of other governmental agencies required by law. If you refuse to supply the information, the permit may not be issued.

Questions: call 952.924.2595 (Monday – Friday, 7:30 a.m. – 4 p.m.) or email srasmussen@stlouisparkmn.gov. If we do not answer, leave a message.

Make checks payable to: City of St. Louis Park

Notice on credit cards

We accept VISA, MasterCard, Discover and American Express. For your protection, credit card information must be sent on a separate piece of paper and should not be written on the permit application (permits are considered public documents). Please enclose your credit card number, expiration date and 3-digit authorization code in a separate, sealed envelope labeled "Payment." Credit card information may also be sent to our secure fax machine at 952.928.1347. All credit card information will be destroyed after the transaction is complete.

Mail permit application, drawings and payment to:

City of St. Louis Park
Fire Prevention Bureau
3750 Wooddale Ave. S.
St. Louis Park, MN 55416

To schedule inspections, contact Fire Marshal Cary Smith at 952.924.2171, 952.292.4515 or csmith@stlouisparkmn.gov, or contact Lt. Bob Hampton at 952.924.2599 or bhampton@stlouisparkmn.gov.