



Tent Permit Application

The Overland Park Fire Department • 9550 West 95th Street • Overland Park, KS 66212 • (913) 888 - 6066

OPFD TENT PERMIT NUMBER:		PERMIT ISSUE DATE:	
ADDRESS OF TENT:			
COMPLEX OR BUILDING NAME:			
APPLICANT NAME:			
APPLICANT ADDRESS:		TELEPHONE:	
CITY:		STATE:	ZIP Code:
TENT DIMENSIONS:	USE OF TENT:		
TENT PERMIT DURATION:		APPLICANT SIGNATURE:	

THE FOLLOWING INFORMATION SHALL BE ATTACHED:

- Site plan showing location of the tent and all adjacent buildings.
- Tent plan showing all exits, seating, mechanical, and electrical equipment.
- Flame spread affidavit of tent material.
- SPECIAL EVENT PERMIT issued by the Overland Park City Planning and Research Department.

AUTHORIZATIONS:

FOR OFFICIAL USE ONLY

INSPECTOR:		DATE:	
APPLICATION APPROVAL:		INSTALLATION APPROVAL:	
<input type="checkbox"/> APPROVED _____	<input type="checkbox"/> APPROVED _____	<input type="checkbox"/> APPROVED _____	<input type="checkbox"/> APPROVED _____
<input type="checkbox"/> NOT APPROVED _____	<input type="checkbox"/> NOT APPROVED _____	<input type="checkbox"/> NOT APPROVED _____	<input type="checkbox"/> NOT APPROVED _____

Tent Permits and Inspections

(Tent inspections are conducted Monday - Friday 8:00a.m. - 5:00p.m. - No Holidays)

Permit:

A permit is required prior to installation when a tent or air supported structure is 900 square feet in area or larger or within a minimum of 12' of a structure. There is no fee for the permit. There are several ways to obtain an application for a tent permit:

- Pick up an application **at least 24 hours prior to tent installation** at the Overland Park Fire Department Administrative Office, 9550 W. 95th Street, Overland Park, Kansas.
- Contact the Overland Park Fire Department Prevention Division at (913) 888-6066 to have an application faxed to you **at least 24 hours prior to tent installation.**
- Access an application on line from our website at www.opkansas.org

Information shall be submitted **24 hours prior to tent installation** and shall include:

- permit application
- site plan showing the location of the tent and all buildings on the site
- the location of all exits, seating capacity and layout; all mechanical and electrical equipment
- a flame spread affidavit of the tent material for each tent being used
- the use of the tent (i.e. furniture sale, picnic, etc...)
- a copy of the Special Event Permit approved by the Planning and Research Department

Additional permits may be required by other City Departments such as Codes Administration, Health, Planning and Research, or Police. Contact those respective departments for information.

Inspection:

The tent will be inspected for compliance with the latest adopted edition of the International Fire Prevention Code, including the following four items. **Please call the Fire Department at (913) 888-6066 the day the tent is set up (including all of the tent contents) to notify the Inspector you are ready for inspection.**

1. Gasoline, gas, charcoal, candles or other cooking devices or any other unapproved open flame shall not be permitted inside or located within 20 feet of the tent.
2. At least one portable fire extinguisher with a minimum 4-A rating, or two portable fire extinguishers with a minimum 2-A rating each, shall be provided in each tent.

3. All tents shall be constructed of flame-resistant materials. An affidavit shall be submitted certifying that the flame-resistant process and materials used comply with the latest adopted edition of the International Fire Prevention Code and stating the date of treatment and the warranted period of effectiveness of the process. The flame-resistant process shall be in conformance with NFPA 701.

4. Electrical wiring shall be in conformance with the applicable referenced section of NFPA 70.