



APPLICATION FOR TENT PERMIT
CITY OF COLLEGE STATION
 1101 Texas Avenue
 College Station, TX 77840
 979.764.3570 / 979.764.3496 (Fax)
 WWW.CSTX.GOV

For Office Use Only
Date: _____
Application No.: _____
Staff Initials.: _____

Minimum Submittal Requirements
<input type="checkbox"/> Site Plan (see attached checklist)
<input type="checkbox"/> Floor Plan (see attached checklist)

Tent Address / Location _____

Business / Owner Name _____ Phone _____

Contractor _____ Phone _____

Contact Person for Review Comments _____ Phone _____

Fax _____ E-mail _____

Dates (maximum of 14 days per calendar year)

Proposed Use of Tent _____

Description of Signage _____

Valuation \$ _____ Total Area (size of tent) _____

Signature of Applicant: _____

The City of College Station currently uses the 2015 International Fire Codes which require permits to be obtained for tents and membrane structures with an area greater than **400 square feet**. Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines (i.e. gas generator).

In addition, the Unified Development Ordinance (UDO) states that "Temporary Outdoor Sales Areas, including **sales tents, may be displayed for no more than 36 days per** calendar year. Such areas shall be clearly defined and shall not interfere with parking lot requirements. Christmas tree sales may be displayed for sale from November 15 to December 31st." Also, no banners may be attached to a tent.

A Tent Permit is required in addition to an Itinerant Vendor Permit if a tent greater than 400 square feet is utilized (see exception above). However, no Tent Permit is required in addition to a Special Event Permit.

Official Use Only

Comments: Yes / No

 Zoning Official

TENT CHECKLIST

SITE PLAN (the following items shall be identified):

- Show the location of the tent on the site plan.

NOTE: The tent shall not be located within 20 feet of lot lines, buildings, other tent structures, parked vehicles, or generators.

- Label the dimensions of the tent.
- Show the fire truck access road and fire lane to service the tent.
- Show any adjacent parking areas including drive aisles.
- Show any adjacent structures.

FLOOR PLAN (the following items shall be identified):

- Show the exit opening locations with a minimum width of 48 inches.
- Show the fire extinguisher locations, clearly marked and no more than 50 feet from any point within the tent.
- Show the egress exit path and aisles within the tent with a minimum width of 44 inches each.
- Show the floor layout including seating, tables, stages, dance floor, etc.

NOTE: Tents must be inspected by the Fire Marshal prior to use. Please provide at least one day advanced notice to the Fire Marshal for the inspection. Tent inspections may be requested Monday through Friday 8 a.m. - 5 p.m. by calling the College Station Fire Department at 979.764.3705.