City of Plymouth

Adding Quality to Life

3400 Plymouth Boulevard
Plymouth, MN 55447
General Information (763)509-5430
Inspection Scheduling (763)509-5449
FAX (763) 509-5407

TENT,
CANOPIES AND
MEMBRANE STRUCTURES
PERMIT
APPLICATION

Appl: #_____

$_____ _____
(Invoice)

Property Location:_____

~ OR ~

Legal Description: Lot_____Block_____Subdivision Name_____

Property I.D. (PIN) No._____

For non-invoiced customers, permits may be mailed in or faxed in (if no plans are required).
You will be called with the permit fee when the permit is ready to be picked up and paid for IN PERSON in Community
Development at City Hall. Note: Checks are not to be mailed with the permit application.

Proposed Use: **Residential**   **Non-Residential**

Single Family Detached ☐   Church   ☐

Townhouse   ☐   Commercial   ☐

Two Family   ☐   Industrial   ☐

Multi-Family   ☐   Public   ☐

Other_____

Applicant is: ☐ Contractor   ☐ Other   ☐ Owner   ☐ Tenant

Name:_____   Email:_____

   Address:_____   City:_____

   State:_____   Zip:_____   Telephone No.:_____

                                                 Telephone No.:_____(Bus., pager, mobile)

Tenant Name (if applicable)_____**Unit/Suite #**_____

PLEASE CONTINUE ON OTHER SIDE

Structure Type: ☐ Tent ☐ Canopy ☐ Temporary Membrane

Quantity:_____ Total Square Footage (Each):_____

Type of Event:_____

Number of People Attending:_____

Set Up Date:_____ Dismantle Date:_____

PERMIT FEE SCHEDULE
$50.00 per tent, canopy or temporary membrane structure

APPROVAL REQUIRED

Tents, membrane structures and canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without obtaining a permit. Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Fabric canopies open on all sides which comply with all of the following:
   - Individual canopies having a maximum size of 700 square feet.
   - The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
   - A minimum clearance of 12 feet to all structures and other tents.

INFORMATION REQUIRED

1. Scaled site and floor plans showing:
   - Location of all tent(s), property lines, vehicle-driving surfaces, structures, utilities, permanent tanks and cylinders and exits.
   - Locations of all temporary tanks, cylinders, generators, heaters, cooking equipment and portable fire extinguishers.
   - A fixture and/or seating plan.

Note: **A separate electrical permit is required if an electrical service or temporary wiring is to be provided.**
A separate administrative permit may be required. Check with Planning Division.

I HEREBY APPLY FOR THIS PERMIT AND I ACKNOWLEDGE THAT THE INFORMATION ABOVE IS COMPLETE AND ACCURATE; I UNDERSTAND THIS IS NOT A PERMIT AND WORK IS NOT TO START WITHOUT A PERMIT.

I UNDERSTAND AND HEREBY AGREE THAT THE WORK FOR WHICH THE PERMIT IS ISSUED SHALL BE PERFORMED ACCORDING TO THE FOLLOWING: (1) THE CONDITIONS OF THE PERMIT, (2) THE APPROVED PLANS AND SPECIFICATIONS, (3) THE APPLICABLE CITY APPROVALS, ORDINANCES AND CODES AND (4) THE STATE BUILDING CODE.

I UNDERSTAND THAT THE PERMIT WILL EXPIRE AND BECOME NULL AND VOID IF WORK IS NOT STARTED WITHIN 180 DAYS OR IF WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS ANYTIME AFTER WORK HAS COMMENCED; AND, THAT I AM RESPONSIBLE FOR ENSURING THAT ALL REQUIRED INSPECTIONS ARE REQUESTED IN CONFORMANCE WITH THE STATE BUILDING CODE.

_____   _____
Applicant's Signature   Date

_____
Please Print Applicant's Name

For Office Use Only		
Inspection Types (to be checked)		
☐ Final ☐ Other	Authorized For Issuance:	☐ Yes ☐ No
Permit Purpose (Remarks)_____	If not, Why?_____	
_____	_____	
_____	Signature:_____ Date:_____	