

Tent (Temporary Structure) Permit Process

Anyone wishing to erect a tent covering an area greater than 120 sq. ft. must obtain a permit per the MA State Building Code. Tents must also meet Massachusetts Fire Prevention Regulations. Environmental Health and Safety will assist with this application process.

A separate tent permit is required for each tent site. The tent permit has a minimum of four pages. You will need to fill out a separate page 3 for each tent you wish to erect at the location indicated in Box 1 on Page 1. Faxed copies are acceptable. The completed permit application must be returned to Environmental Health and Safety at least 5 business days prior to set-up. Please contact Michael Swain at 545-5120 mjswain@ehs.umass.edu with any questions.

Return or fax completed applications to:

Michael Swain
Environmental Health and Safety
117 Draper Hall
University of Massachusetts Amherst
Amherst, MA 01003. Fax 413-545-2600

Tent Permit Application Instructions - For all Tents over 120 Square Feet (10' X 12') **All sections highlighted in yellow must be completed**

Page 2, Box 6: To Be Completed By The Tent Supplier

General Contractor:	Name of Firm
Address:	Business Address
Telephone:	Number with Area Code
Fax:	Number with Area Code
Responsible in Charge of Construction:	Print name of Owner or Person in Charge of Erection of the Tent.

Page 3, Box 8: Complete One Sheet For Each Tent To Be Erected

Total Building Height above Grade:	Insert the overall height of the tent.
Floor Area Per Floor:	Insert the area of the tent.
Total Building Area Above Grade:	Insert the area of the tent.
Brief Description of Proposed Work:	The following must be included: <ul style="list-style-type: none">- Organization requesting tent- Purpose of the tent, i.e., standing reception, wedding, dining, recruitment tables, etc.- Exact location of tent- Dimensions of the tent- State that the tent is open on all sides or identify how many sides will be erected.- If the tent is to be heated or cooled, identify the type of system being supplied.- Date of set-up- Date of take down- If the tent is to be used for a seated event, with or without tables, provide a seating plan for each tent showing table and /or chair layouts.

- A copy of the Certificate of Flame Resistance for each tent must be provided

Page 4, Box 10: To Be Completed By The Tent Supplier

After the word 'authorize': Insert the name of the supplier.

Page 4, Box 11: To Be Completed By The Tent Supplier

Name:	Print or type the name of the person responsible for supplying the tent.
Signature:	Signature of the person named on the line above.
Date:	Date of signature.