



# Temporary Structure Application

Updated May 2026

Applications must be submitted at least 7 business days before the date of the event.

This application is for small, large tent and fire work retail stands.

Name of Permit Requestor (first and last)\* \_\_\_\_\_

Responsible Party's Email\* \_\_\_\_\_

Responsible Party's Phone Number\* \_\_\_\_\_

Address of Permit Requestor\* \_\_\_\_\_

Address of Permit Requestor \_\_\_\_\_

City\* \_\_\_\_\_ State\* \_\_\_\_\_

ZIP Code\* \_\_\_\_\_

Address of Tent Location\* \_\_\_\_\_

\_\_\_\_\_

City\* \_\_\_\_\_ State\* \_\_\_\_\_

ZIP Code\* \_\_\_\_\_

Event Name\* \_\_\_\_\_

Structure Usage (will you be cooking food, etc.) \* \_\_\_\_\_

Structure Size (in feet) \* \_\_\_\_\_

Event Date\* \_\_\_\_\_

Setup Date\* \_\_\_\_\_

Removal Date\* \_\_\_\_\_

Additional Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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