

**COMMERCIAL TENT APPLICATION**  
**ZONING OR BUILDING PERMIT FEE: \$60****Property Information:**

Application Date: \_\_\_\_\_

Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Name of Business: \_\_\_\_\_

**On-Site Contact & Project Information:**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of tent / location / event / duration of display: \_\_\_\_\_  
\_\_\_\_\_

Is this Address in the Historic District?  Yes  No If yes, a *Certificate of Appropriateness* may be required. Contact Anna Minnebo at (616) 355-1330 or [a.minnebo@cityofholland.com](mailto:a.minnebo@cityofholland.com) for details.

A permit is required for:

1. Tents over 700 square feet in area and 100% open (no sides); or
2. Tents over 400 square feet in area, with 1 or more sides (partially or fully enclosed).

When this application is approved, a permit will be issued for this tent as a temporary structure. The permit expires 180 days\* from the issuance of the permit, and the tent must be removed at that time

**Please submit the following information with this application form to [cns@cityofholland.com](mailto:cns@cityofholland.com) :**

- A site plan showing the property, all streets, structures, and the proposed location of the tent;
- A certificate of flame rating for the tent material;
- Details for anchoring and securing the tent to the site.

**Additional Information:**

- The City of Holland recommends an evacuation & contingency plan for weather or emergencies.
- No gas-powered equipment or open flames are allowed inside the tent.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

*\* If you wish to have your tent installed for more than 180 days, please fill out the non-residential building application form. You will need to include additional information such as an emergency exit and lighting plan, and additional information required by the Building and/or Fire Code. Plan a minimum of 2 weeks for plan review.*

Fire Department Inspection Information

After your permit is issued, the Fire Department will conduct a safety inspection of your tent. Below is some of the information that will be reviewed during your inspection:

- A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each application for approval. The floor plan shall indicate the means of egress, seating capacity, arrangement of seating and location of any heating and electrical equipment. (3103.6)
- “No Smoking” signs shall be posted in conspicuous locations.
- Fire apparatus access roads shall be provided.
- 20 foot setback from property lines, buildings, other tents, vehicles, or internal combustion engines. Support ropes and guy wires shall be considered as part of the tent.
- Tent materials shall be flame resistant and have a label identifying the fabric or material.
- No combustible materials inside the tent.
- Portable fire extinguishers shall be provided at the exits, minimum rating of 2A-10BC.
- Means of egress required:

Occupant Load	Min. # of Means of Egress	Min. Width of Egress
10-199	2	72"
200-499	3	72"

Additional requirements for tents with an occupant load of more than 50 people:

- The occupant load shall be stated.
- Side curtains shall be flame resistant and when used at exit openings shall be of a color that contrasts with the color of the tent.
- Aisles must be at least 44 inches wide through and around seating areas. Aisles shall increase in width to provide an additional 1 foot of width per 50 people served by the aisle.
- Exits shall be clearly marked with signs that are self-luminous or internally / externally illuminated.
- Means of egress shall be illuminated.
- Trained crowd manager/supervisor shall be provided at a ratio of one crowd manager/supervisor for every 250 occupants.