



**TENT (TEMPORARY STRUCTURE) PERMIT
DEPARTMENT OF BUILDING & ZONING**

56 School St P.O. Box 1327
Oak Bluffs, MA 02557
508.693.3554 X123

Permit # _____ Fee \$ _____ (\$75 <400SF / \$150 >400SF)
After hours/weekend and holiday inspections require additional \$75.00 fee

EVENT ADDRESS: _____ MAP _____ PARCEL _____

PROPERTY OWNER: _____
NAME _____ TEL. # _____

TENT COMPANY : _____
ADDRESS: _____
CONTACT NAME: _____ CONTACT NUMBER: _____
EMAIL: _____

TEMPORARY TENT TO BE PLACED

Total number of tents on site: _____ Event Date: _____ Date Up: _____ Date Down: _____

Tent /Size: _____ Sides: Open or Closed Tent /Size: _____ Sides: Open or Closed

Tent /Size: _____ Sides: Open or Closed Tent /Size: _____ Sides: Open or Closed

Occupants in tent not to exceed# _____ **DATE OF INSPECTION:** _____

Electrical: When lighting only is used, electrical inspection is required, with a \$60 fee. When any other electrical appliances are used, this will require a licensed electrician to obtain a permit and inspection. All generators require an electrical permit and must be inspected.

Please provide:

- Floor plan with emergency lighting and exit signs
- Fire certificates for tents
- Map showing location of tents

For tents open or closed being used for cooking, please provide:

- Floor plan with fire extinguisher (one ten pound ABC fire extinguisher) and exit signs
- Type of appliances being used for cooking: _____
- No open flame allowed under tent without prior approval

*******Minimum Separation Distance 20 feet*******

Propane Yes ___ No ___ Number of tanks ___ Size of tanks ___ (A Gas Permit needs to be applied for)

Applicant's Signature: _____ Date: _____

Approved By: _____
Building Department _____ Date _____

*****TENTS BEING PLACED ON PROPERTY OWNED BY THE TOWN OF OAK BLUFFS NEED APPROVAL FROM THE PARKS AND RECREATION DEPARTMENT*****

******ALL TENTS MUST BE INSPECTED******