



# CITY OF PORT ORCHARD

## Permit Center

Office located at 720 Prospect Street  
Mailing address: 216 Prospect Street  
Port Orchard, WA 98366  
(360) 874-5533 • permitcenter@cityofportorchard.us

### TEMPORARY TENT OR MEMBRANE STRUCTURE PERMIT APPLICATION

**AN INCOMPLETE APPLICATION WILL NOT BE ACCEPTED**

**A PERMIT IS REQUIRED IF THE FOLLOWING CONDITIONS APPLY:** *(check all that apply)*

**Temporary Tent:** One or more side panels and 400 square feet or larger.

**Number of tents:** \_\_\_\_\_

**Temporary Membrane Structure:** No side panels and over 700 square feet.

**Number of membrane structures:** \_\_\_\_\_

By checking the boxes below, you are indicating that all required information is present and that the submittal is "counter complete" and ready for review and subsequent approval. If upon review for technical completeness corrections to the design are necessary, the submittal will be placed on hold until the required information is submitted, and part or all of the submittal package may be returned for correction and re-submittal prior to approval or permit issuance. No work shall be performed until plans are reviewed and approved, fees are paid, and all necessary permits are issued.

It is the responsibility of the Applicant to assure all applicable code requirements are satisfied.

**SUBMITTAL REQUIREMENTS:** Check off items included with your submittal.

Unless otherwise noted, provide **two sets or copies** of each. If a signature is required, submit the original plus one copy. Application submittal packages shall include the following:

**Completed Master Permit Application form with original signature(s).**

**Completed Temporary Tent or Membrane Structure Permit Application.**

**Detailed Site Plan:**

- Include date prepared and/or revised.
- Identify the type and location of cooking vendors, fire breaks, fire department access routes.
- Show the location of tents or membrane structures.
- Show distances to lot lines, parked vehicles, internal combustion engines, buildings and other tents, and generators.

**Floor Plan:**

- Show tables, chairs, aisle widths, exits and exit widths.
- For tents and membrane structures with an occupancy load of 50 or more, show the means of egress facilities, seating capacity, arrangement of seating and location and type of heating and electrical equipment.

**Certificate of flammability resistance.**

**Certificate of Affirmation.**

The Certificate shall attest to the flame propagation performance of the tents or membrane fabric. A copy of the certificate shall be retained on the premises on which the tent or membrane structure is located.

**STAFF USE - DO NOT WRITE BELOW THIS LINE**

**VERIFIED CONTRACTOR INFO:** Contractor's License: \_\_\_\_\_ UBI: \_\_\_\_\_ Business License: \_\_\_\_\_  
initial initial initial

PERMIT #'s FOR RELATED PROJECTS: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_ FEES: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ PERMIT #: \_\_\_\_\_