

City of Montgomery

10101 Montgomery Rd.
Montgomery, Ohio 45242
Phone: (513) 891-2424 FAX: (513) 891-2498

Application for Canopy / Tent Permit

Along with this application, applicant must provide a scaled site plan showing where the canopy/tent is to be erected in relation to the property lines and the public right-of-way line, or this application will be considered incomplete and not be reviewed.

Please return this form, along with a copy of the site plan, to the City of Montgomery Building Department at the above address.

Applicant Information:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone: _____

This application is for:

- A canopy** (A frame, covered with material, with a roof and no sides)
 A tent (A frame, covered with material, with a roof and sides)

Address where canopy / tent is to be erected: _____

Purpose of canopy / tent use: _____

Canopy / tent dimensions: Length: _____ Width: _____ Height: _____

Date(s) canopy / tent is to be used: From: _____ To: _____

Applicant agrees to comply with the following:

- A commercial tent, regardless of size, must be inspected by the Fire Department.
- Any place of assembly, (gathering of more than 50 people), or a tent or canopy greater than 450 sq. ft., requires an inspection by the Fire Department.
- Canopies, under 450 sq. ft., need only a flammability report on the canvass.
- No cooking or electric allowed under any canopy.

To Be Completed By Building Department

Permit Approved: _____ Permit Denied: _____

By: _____ Date: _____

Comments: _____