

Tent License Application

- Annual license to rent/lease tents for events



Submit Application to:
 Madison Fire Department
 314 W. Dayton St.
 Madison, WI 53703-2579

Make checks payable to: City of Madison Treasurer.
License fees are non-refundable.

For questions, or to contact a fire inspector, call Madison Fire at (608) 266-4420 for assistance with completing this application.

**Complete sections A - C. It is mandatory that all applicable information be completed.
 Inaccurate information may result in suspension or revocation of license.**

SECTION A: Applicant/Contact Information

Trade name (Doing Business As): _____

Local Contact Person: _____

Local Contact Phone: _____ Local Contact E-mail: _____

SECTION B: License Holder Information

Organization Legal Name/Sole Proprietor Name: _____

Mailing Address: _____

City, State, ZIP: _____

Organization Contact Person: _____

Organization Contact Phone: _____ Organization Contact E-mail: _____

SECTION C: Attestation and Signature

By signing this application you acknowledge and agree to comply with Madison General Ordinance 34, Wisconsin Administrative Codes and the International Fire Code.

The statements made in this application are true to the best of my knowledge.

Signature: _____ Date: _____

- A Tent license shall be obtained to operate an air-supported structure or a tent having an area in excess of 400 square feet.
- Please remit license fee (s) of \$125.00 per license, payable to the City of Madison Treasurer.
- All license applications shall be submitted **thirty (30) days** prior to commencing the prescribed activities.
- A license is not transferable, and any changes in equipment, ownership, use or occupancy of premises shall require a new license.
- Licenses shall be valid for no more than 1 year. The term of each annual license shall be from July 1 to June 30 of the next succeeding year.
- Licenses at all times shall be prominently displayed on the premises.
- An inspection may be required before the issuance of the license.

Instructions

An operational license is required to operate an air supported temporary membrane structure or a tent having an area in excess of 400 square feet.

Exceptions:

Tents used exclusively for recreational camping purposes.

Tents open on all sides, which comply with the following:

Individual tents shall have a maximum size of 700 square feet.

The aggregate area of multiple tents placed side by side without a firebreak clearance of 12 feet shall not exceed 700 square feet total.

A minimum clearance of 12 feet to structures and other tents shall be provided.

Funeral tents and curtains or extensions attached thereto, when used for funeral services.

Tents used for retail sales adjunct to a business (a building license is required.)

Notification

Tent licenses are an annual license. If a license has been obtained for this tent by the owner of the tent, you need only provide the tent owners name and license number on the "Tent Notification of Operation" document.

Prior to each use of a tent (temporary membrane structure or tent) licensed by the City of Madison, the owner or operator of the tent will be responsible to provide proper notification. The notification shall include proof of the flame resistance of the fabric, and event specific information. For those tents with an occupant load of 50 or more, the notification will include a detailed site plan. The notification shall be made using the Tent Notification of Operation form.

Use of Tents for merchandising and display shall comply with the requirements found in M.G.O. 29.355 and are not subject to the notification requirements. Contact the Building Inspection Unit for more information 608-266-4551.

Compliance Guidelines

License holder is responsible for compliance with all applicable codes, including International Fire Code, Madison General Ordinances and Wisconsin Administrative Codes. Additionally see the Tent Notification of Operation for compliance guidelines.

Definitions

AIR-SUPPORTED STRUCTURE. A structure wherein the shape of the structure is attained by air pressure, and occupants of the structure are within the elevated pressure area.

MEMBRANE STRUCTURE. An air-inflated, air-supported, cable or frame-covered structure as defined by the *International Building Code* and not otherwise defined as a tent. See Chapter 31 of the *International Building Code*.

TENT. A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects