

TENT REQUIREMENTS

- Tents shall not be erected for more than 180 days
- Minimum 12' fire break is required on all sides
- When the average wind speed exceeds 30 MPH, tents need to evacuate. Events may be canceled or venue evacuated on a case-by-case basis.
- Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy.
- Smoking is not permitted.
- Open flame or other devices emitting flame, fire, or heat shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public
- Portable fire extinguishers are required
- There shall be trained crowd managers or crowd manager/supervisors at a ratio of one crowd manager/supervisor for every 250 occupants

ADDITIONAL RESOURCES

- grandrapidsmi.gov/Government/Departments/Parks-and-Recreation/Special-Events
- grandrapidsmi.gov/special-events-guide
- grandrapidsmi.gov/devcenter

City of Grand Rapids Development Center



1120 Monroe Ave. NW
Grand Rapids



devcenter@grcity.us



616-456-4100



grandrapidsmi.gov



CITY OF
GRAND
RAPIDS



TENT PERMITS



If you're hosting an event in the City of Grand Rapids that includes a tent or canopy, you'll likely need to apply for a tent permit.

Visit grandrapidsmi.gov/tent-permit to apply online



WHEN IS A TENT PERMIT REQUIRED?

If your event includes:

- A tent (with sides) greater than 400 sqft
- A canopy (w/out sides) greater than 700 sqft

WHICH TYPE OF TENT PERMIT IS NEEDED?

The type of permit required depends on the location of the event.



- **Public Property:** Tent Permit
- **Private Property:** Temporary Use Application

WHO NEEDS TO APPLY?

Tent permit applications must be submitted by the Event Coordinator.

HOW TO APPLY

Permit applications are due at least **30 days** prior to event!



Failure to submit applications before deadline may result in additional fees and/or lack of permit.

Visit grandrapidsmi.gov/tent-permit to apply online

You'll need to include the following with your application:

- Proposed site plan drawn to scale
- Proposed tent/canopy floor plan (if more than 50 people to occupy space)
- Flame resistance certificate(s) from the tent rental company
- Supplemental electrical and/or mechanical permit applications if required

WHEN ARE ADDITIONAL PERMITS ARE NEEDED?

If your event includes any of the following, you'll need to work with an electrical contractor to apply for an Electrical Permit:

- All tow-able generators and all portable generator 9,000 watts or larger
- Temporary drop service
- Lights wired (inside or outside of tent)



If your event includes any of the following, you'll need to work with a mechanical contractor to apply for a Mechanical Permit:

- Propane or other fuels for cooking or heating



Permit applications are due at least **30 days** prior to event!

DON'T FORGET YOUR INSPECTIONS!



All tent, electrical, and mechanical permits will require an inspection prior to the event.

Failure to have your tent & other electrical and/or mechanical work inspected may result in event cancellation and/or additional fees.

Call **616-456-4100 (Option 1)** to schedule inspections

Inspections must be scheduled at least **10 days** prior to event!



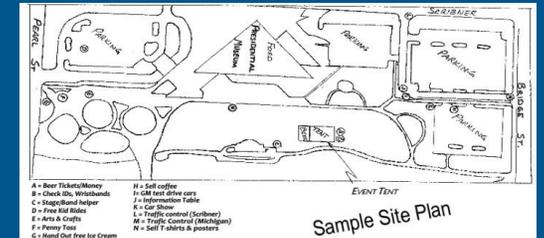
ENJOY YOUR EVENT!

SITE PLAN & FLOOR PLAN

Site Plan Requirements

Plans must be drawn to scale

- Lot lines and dimensions
- Streets and sidewalks
- Driveways and parking lots
- Existing buildings and temporary structures
- Tents, canopies, and stages
- Explanation of how tents will be anchored
- Seating/gathering areas
- Event entrances and exits
- Location of cooking equipment in proximity to tent/canopy
- Any other relevant information



Tent Floor Plan Requirements

If your site plan includes any tents that will be occupied by 50 or more people at a time, please include a floor plan of each tent interior including the following:

- Seating layout
- Stage location (if any)
- Exits and exit signage
- Tent dimensions and bracing/support
- Heating or cooling equipment

