

CITY OF GAINESVILLE
BUILDING INSPECTIONS DEPARTMENT
 311 HENRY WARD WAY (P. O. BOX 2496)
 GAINESVILLE, GEORGIA 30503
 PHONE: (770) 531-6570 FAX: (770) 297-7826
 E-mail: buildingpermits@gainesville.org
 Website: www.gainesville.org



TEMPORARY OCCUPANCY APPLICATION FOR TENT

Name of Business:	
Tent Location Address:	
Contact Person:	
Phone Number:	
Type of event you will have:	
Name of company or person erecting tent:	
Date tent will be erected:	Date tent will be removed:
Square footage of tent:	
Are restroom facilities available: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is a letter attached stating where the facilities are?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will porta toilets be used?: Yes <input type="checkbox"/> No <input type="checkbox"/> (<i>*see below</i>)	
Is the Flame Retardant Certificate attached: Yes <input type="checkbox"/> No <input type="checkbox"/> (<i>**see below</i>)	

The Tent Temporary Occupancy Fee is \$50.00. We accept cash; checks made payable to the City of Gainesville; and credit/debit cards (charged a convenience fee).

- **All tents over 120 sq. ft. in size require an Occupancy Permit.**
- **All tents are required to have restroom facilities for patrons. A letter from a nearby business stating their facilities may be used is acceptable OR portable toilets may be used.**
- **You MUST also supply a copy of the Flame Retardant Certificate.**
- **All tents are REQUIRED to have a fire inspection. To schedule your fire inspection, contact the Fire Marshal at 678-450-5025.**

Occupant Load: _____

Office Use Only