



TEMPORARY TENT

Application must be submitted no less than 15 business days prior to the date of operation

Why do I need this Temporary License?

- Required per MSFC Sec. 2403.2 for any person or business to erect a tent or membrane structure having an area in excess of 200 ft² and/or canopies in excess of 400 ft².

Exceptions:

- Tents used exclusively for recreational camping purposes
- Fabric canopies open on all sides which comply with all of the following:
 - Individual canopies having a maximum size of 700ft²
 - The aggregate area of multiple canopies placed side by side without a fire break clearance of 12ft, not exceeding 700 ft². total
 - A minimum clearance of 12ft to all structures and other tents.

What do I need to obtain this Temporary License?

- Tent permit application submitted through Accela
- Signed lease or letter of agreement (if tent not placed on property owned by applicant)
- Proof of flame-resistant treatment of tent(s) or membrane structure(s), per NFPA 701.
- Sketch showing the following:
 - Means of egress, seating arrangements (if applicable), extinguisher placement, and the location and type of heating and electrical equipment (if applicable)
 - Surrounding structures and approximate distance from the tent/canopy to other tents/canopies, and buildings
 - Distance from streets, roadways, public way, trails and sidewalks
- Certificate of insurance naming the City of Maplewood as the Certificate Holder and, in the description of operations area of the certificate, the address at which the permit will be used and the date(s) the tent will be erect. Minimum amounts of coverage should be:
 - \$300,000 General Liability
 - \$100,000 Property Damage

What is the price for this Temporary License?

- Once the permit has been accepted, an invoice will be issued for the fees
 - Permit Fee of \$52.00
 - Payments accepted when receiving invoice
 - Cash
 - Check / Money Order
 - Credit / Debit Card

City of Maplewood
Office of the City Clerk
1830 County Road B East,
Maplewood, MN 55109
Licensing@MaplewoodMN.gov

Contact Licensing with any questions
[Temporary Permits | Maplewood, MN \(maplewoodmn.gov\)](https://www.maplewoodmn.gov/TemporaryPermits)

Permit approved by:

- City Planner
- Fire Marshal