



OUTDOOR DINING TEMPORARY TENT APPLICATION

DATE: _____

Applicant Information

Applicant's Name _____

Applicant's Address _____ Applicant's Phone _____

Owner Contractor Design Professional Other

Location of Proposed Tent

No. _____ Street: _____ Suite/Unit: _____

Owner of property: _____

Owner address: _____

Installation Date: _____

Requirements

- Tents shall be permitted for non-residential land uses between October 15, 2020 and March 15, 2021
- Tents shall not be erected, operated, or maintained for any purpose without first obtaining a permit and approval from the Fire Department and Building Official
- The maximum area for a tent or membrane structure shall be 1,600 square feet unless it is located on a college/university campus
- Fabric portions of tents and canopies must be of a neutral color and may not contain any advertising
- Tents placed in the right-of-way shall not obstruct traffic lanes or pedestrian walkways. ADA accessible paths shall be maintained along any sidewalk. In the event of planned or unplanned construction or utility system maintenance, the applicant shall be responsible for relocating the tent to allow for such work to be complete. Applicant shall be responsible for cleaning the area within the tent. Tents shall not connect or attach to city infrastructure (sign poles, light poles, benches, parking meters etc.) in the right of way and shall not impact the use of such items. A tent placed within or partially within the roadway shall not occupy more than two (2) on-street parking spaces
- Applicants seeking to place a tent in the right-of-way must have an approved [Outdoor Dining Permit](#)
- Applicants must provide a certificate of insurance for the tent that names the City of Clayton as additional insured and is in accordance with Section 510.090 of the City of Clayton Right of Way Usage Code.
- A detailed site and floor plan for tents or membrane structures shall be provided with each application for approval. The tent or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment
- The applicant must provide details which clearly illustrate how the structure will be fastened to resist uplift (wind) loads
- The applicant must certify that the tent structure has been designed and constructed to sustain dead loads; loads due to tension or inflation; live loads including wind, snow or flood and seismic loads
- Tents and membrane structures shall comply with all requirements of the International Fire Code and International Building Code as adopted by the City of Clayton
- All tents shall be initially inspected for compliance by the Fire Department and Planning and Development Services Department
- All tents installed for a period longer than thirty (30) days shall be inspected at regular intervals, but not less than two times per permit use period, by the permittee, owner or agent to determine that the installation is maintained in accordance with these regulations. Inspection reports shall be kept on file be

the permittee and shall consist of maintenance, anchors, and fabric inspections. Inspection reports must be provided to the Fire Department or Building Official upon request

- Requirements for liquid petroleum heating devices used in conjunction with tent structures are as follows:
 - Portable gas-fired heating appliances must be listed for use.
 - Outdoor gas-fired heating appliances shall comply with the listed distance requirements from any combustibles.
 - Heating devices must be located at least five (5) feet from any exit or exit discharge.
 - The heating element or combustion chamber of portable outdoor gas-fired heating appliances shall be permanently guarded to prevent accidental contact by persons or material.
 - LP tanks must be secured to prevent accidental force knocking the supply over.
 - A 2A 10BC (minimum size) fire extinguisher must be located within one hundred (100) feet of the heating device at all times.
 - No more than fifteen (15) – 20-pound tanks shall be stored together onsite.

	ACTIVITY	FEE
<input type="checkbox"/>	Tents, canopies, membrane	\$15/event
<input type="checkbox"/>	Tents w/ LPG Heating	\$50/event

I hereby certify the above information is correct and that I am the legal owner of the property or have been authorized by the owner to make application for the work described above. I agree to abide by the provisions of the requirements provided.

PERMITS & FEES ARE NOT TRANSFERABLE AND ARE NOT REFUNDABLE.

Signature of Applicant: _____ PRINT NAME: _____

FOR OFFICIAL USE ONLY

_____ Submittal of Fee
_____ Building Official Permit# _____
_____ Fire Department Permit# _____