



Permit Application For Erection Of A Tent/Membrane Structure

Application must be submitted a **minimum of 5 Days** before the Event.

The current code in effect is the

2018 Virginia Uniform Statewide Building Code

Permit #

Applied Date

Event Start Date

Event End Date

Event Address

Tax Map #

Applicant Name

Relationship to Property Owner

Owner

Contractor

Agent

Design Professional

Applicant Address

City

State

Zip Code

Phone #

Cell #

Email Address

Check if the structure will have electrical connections or Lighting

Size - Sqft

Number of People Expected to be in the Tent

Type of Tent/Membrane Structure

Tent

Membrane

Air Supported

Other - Specify

Total Cost of Assembly

Checklist For Submission

- Application Completed.
- Owner/Builder Affidavit if applying for an exemption from state contractor licensing.
- Basic Development Plan or Approved Comprehensive Development Plan, as applicable.
- 1 floorplan or layout plans drawn to scale with sufficient detail & clarity to indicate compliance with egress, fire extinguisher locations and other safety requirements.
- Flame Resistance Certification**
- Contractor/Subcontractor Listing form.
- If not the property owner or lessee, provide notification from owner or lessee indicating approval for this installation.

I understand that all applications for construction permits, along with all additional required information, must be provided to the Permit Center prior to the processing of this application. All information submitted will be reviewed prior to the issuance of a permit.

I also understand that all contractors and subcontractors are required to have the proper trade certifications when required, a current business license for the City of Roanoke and current state licensing when required by the Virginia Department of Professional & Occupational Regulations (DPOR).

I also understand that I am required to conform to all applicable requirements of the Virginia Uniform Statewide Building Code, the Zoning Ordinance for the City of Roanoke and all other applicable laws and ordinances.

Initial Here

Planning Building & Development 215 Church Ave., SW, Room 170 Roanoke, VA 24011

Phone: (540) 853-1090 www.roanokeva.gov permitcenter@roanokeva.gov