

**Providence Fire Prevention**

325 Washington Street  
Providence, RI 02903  
Office (401) 243-6050  
Fax (401) 243-6486



**Plan Intake Office**

325 Washington Street  
3rd floor  
Providence, RI 02903  
Office (401) 680-5512  
Fax (401) 680-5454

**Providence Fire Department**

**Providence Fire Prevention Bureau Tent Permit Application**

Must be completed for all tents larger than 350 square feet. Submit to Providence Fire Department before tent set up. Final approval is subject to on-site inspection.

Name of Event \_\_\_\_\_  
 Location \_\_\_\_\_  
 Event Organizer \_\_\_\_\_  
 Tent Set-Up Date \_\_\_\_\_  
 Date(s) of Event \_\_\_\_\_  
 Removal Date \_\_\_\_\_  
 Expected Attendance \_\_\_\_\_  
 Tent Vendor Name \_\_\_\_\_  
 Contact Person/Phone \_\_\_\_\_

Tents shall not cover more than 75% of premises. There shall be a minimum of 10ft between stake lines. Means of egress must be maintained from tent at all times. Smoking shall not be permitted in any tent. Portable fire extinguishers shall be furnished. Containers for LPG shall be installed not less than 60 in. from any tent. Generators must be at least 5 feet from tent. Electrical cords must be protected for foot traffic. Exit signs must be present and illuminated if applicable. A firefighter detail may be required. Aisles must be 3 feet wide. Cooking not allowed in tent. Permit valid not more than 30 days. Monitor weather conditions. Have an evacuation plan. Evacuate tent during high winds and lighting. Applicant's initials \_\_\_\_\_

***Tent Information***

Tent Dimensions \_\_\_\_\_ Number of Exits \_\_\_\_\_

Flame Certificates or Affidavit of Flame Resistance Attached. Yes \_\_\_\_\_ No \_\_\_\_\_

Floor plan or seating diagram attached. Yes \_\_\_\_\_ No \_\_\_\_\_

Secured by:  Water Barre  Tied to stationary obje  Staked/ DigSafe # \_\_\_\_\_

If secured another way, describe how \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Fee of \$100 per tent payable by company check, money order or certified bank check payable to "Providence City Collector" due at time of application for tent permit. Include location of tent and date of event in memo line on check. All paperwork and check must be submitted in person to Providence Fire Prevention Plan Intake Office, 325 Washington Street, 3<sup>rd</sup> Floor. (401) 680-5512.

OFFICE USE ONLY		
Tent Plan Layout Approved by FPB Plan Reviewer		
Print Name	Number of tents #	Date
Signature	Check #	Plan #