

Tent License Application

- Annual license to rent/lease tents for events.
- A license is required for tents, air-supported and membrane structures having an area of 401 square ft. or greater.
- A license is **not required** for tents, air-supported and membrane structures having an area of 400 square ft. or less.



Submit Application to:

Madison Fire Department
314 W Dayton St
Madison, WI 53703

Make checks payable to: **City of Madison Treasurer.**
License fee is \$125.00 and is non-refundable.

For questions, or to contact a fire inspector, call Madison Fire at (608) 266-4420 for assistance with completing this application.

Complete sections A - C. It is mandatory that all applicable information be completed. See page 2 for additional submittal requirements. Inaccurate information may result in suspension or revocation of license.

SECTION A: Applicant/Contact Information

Trade name (Doing Business As): _____

Local Contact Person: _____

Local Contact Phone: _____ Local Contact E-mail: _____

SECTION B: License Holder Information

Organization Legal Name/Sole Proprietor Name : _____

Mailing Address: _____

City, State, ZIP: _____

Organization Contact Person: _____

Organization Contact Phone: _____ Organization Contact E-mail: _____

SECTION C: Attestation and Signature

By signing this application you acknowledge and agree to comply with Madison General Ordinance 34, Wisconsin Administrative Codes and the International Fire Code.

The statements made in this application are true to the best of my knowledge.

Signature _____ Date _____

- A license is required for tents, air-supported and membrane structures having an area of 401 square ft. or greater.

Exceptions:

- *Tents used exclusively for recreational camping purposes.*
 - *Funeral tents and curtains or extensions attached thereto, when used for funeral service.*
 - *Tents permitted by Building Inspection Division in accordance with MGO 29.32. Contact Building Inspection for more information 608-266-4551.*
- Please remit license fee of \$125.00 for each license, payable to the City of Madison Treasurer.
 - All license applications shall be submitted **thirty (30) days** prior to commencing the prescribed activities
 - A license is not transferrable, and any changes in equipment, ownership, use or occupancy of premises shall require a new license.
 - Licenses shall be valid for no more than 1 year. The term of each annual license shall be from July 1 to June 30 of the next succeeding year.
 - Licenses shall be prominently displayed at all times on the premises.
 - An inspection may be required before the issuance of the license.

Notification

Prior to each use of a tent, air-supported or membrane structure, licensed by the City of Madison, the owner or operator will be responsible to provide proper notification. The notification shall include proof of the flame resistance of the fabric and event specific information.

For tents, air-supported and membrane structures with an occupant load of 50 or more people, the notification shall include a detailed site plan.

The notification shall be made using the Tent Notification of Operation form.

Compliance Guidelines

The license holder is responsible for compliance with all applicable codes include the International Fire Code, Madison General Ordinances and Wisconsin Administrative Codes.

Definitions

AIR-SUPPORTED STRUCTURE: A structure where the shape of the structure is attained by air pressure and the occupants are within the elevated pressure area.

MEMBRANE STRUCTURE: An air-inflated, air-supported, cable or framed-covered structure as defined by the International Building Code and not otherwise defined as a tent.

TENT: A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.