



# LAKE HAVASU CITY FIRE DEPARTMENT

## Fire Prevention Division

2330 McCulloch Blvd. N.  
Lake Havasu City, AZ 86403  
(928) 855-1141 [lhcfire@lhcaz.gov](mailto:lhcfire@lhcaz.gov)



## Tent Construction Permit Application

A Tent Construction Permit is required if erecting an air-supported temporary membrane structure or a tent with an area in excess of **400 square feet**, unless an exception below applies. **Permits shall be applied for by the vendor erecting the tent(s) or the promoter of the event.**

### Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents **open on all sides** and comply with **ALL** of the following:
  - 2.1. Individual tents do not exceed 700 square feet; and
  - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet does not exceed 700 square feet total; and
  - 2.3. A minimum clearance of 12 feet to all structures and other tents.

**Permit process and time frame:** In order to process your application or request for service within 72 hours from the date of submittal, all requested information and attachments must be provided. Use the site plan on the reverse side of this application. Contact the Fire Prevention Bureau with any questions at (928) 855-1141 or email [lhcfire@lhcaz.gov](mailto:lhcfire@lhcaz.gov).

Event Name/

Description: \_\_\_\_\_

Event Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Tent Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Tent Owner Address: \_\_\_\_\_

Dates for Event: \_\_\_\_\_

Size: \_\_\_\_\_ Quantity: \_\_\_\_\_

Purpose:  Public Assembly  Sales  Other: \_\_\_\_\_

If a Public Assembly Tent:  Tables & Chairs Tables #\_\_\_\_ Chairs #\_\_\_\_  Chairs Only Chairs #\_\_\_\_

Required:  Flame retardant certificate  Site diagram  Floor plan

By signing this Tent Construction Permit Application, the Applicant agrees to meet the entire requirements of the **Lake Havasu City Fire Department Specification #11, Standards for Tents and Other Membrane Structures & Field Checklist** (available online @ <https://www.lhcaz.gov/fire-department/fire-code>), and other applicable requirements contained in the **2012 International Fire Code**. The Applicant agrees to make known to all applicable parties the requirements contained in **LHCFD Specification #11**.

Signature of Applicant

Affiliation

Date

**Clarification of Interpretation:** A person may request the City to clarify its interpretation or application of a statute, ordinance, code, or policy affecting the procurement of this license pursuant to A.R.S. § 9-839.



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### EXHIBIT 1: Site Plan / Floor Plan (Use for simple plans. Attach additional sheets for larger events).

Use a separate sheet diagraming individual floor plans for each tent.

Ensure that all applicable provisions of LHCFD Specification #11 are depicted in the plan views.

Tent # \_\_\_\_\_ of \_\_\_\_\_ Tent Design Occupancy Loads: Chairs Only: \_\_\_\_\_ Tables & Chairs: \_\_\_\_\_

Tent Use: \_\_\_\_\_ Tent Dimensions: L=\_\_\_\_\_ W=\_\_\_\_\_ Total area: \_\_\_\_\_ sqft

Use this box for the overall site plan and additional "EXHIBIT 1" sheet for individual floor plans.

#### TO BE COMPLETED BY FIRE PREVENTION BUREAU

Date plans submitted: \_\_\_\_\_

Dates plan approved: \_\_\_\_\_ Approved by: \_\_\_\_\_

Other requirements/comments: \_\_\_\_\_

Permit #: \_\_\_\_\_ Fee: \_\_\_\_\_  Cash  Check  Credit Card

Issued by: \_\_\_\_\_ Date issued: \_\_\_\_\_

Inspection scheduled:  Yes  No Date for inspection: \_\_\_\_\_