



LAKE HAVASU CITY FIRE DEPARTMENT

Fire Prevention Bureau

2330 McCulloch Blvd. N.

Lake Havasu City, AZ 86403

(928) 855-1141 lhcfire@lhcaz.gov



Tent Construction Permit Application

Submit completed application to Fire Department / Fire Prevention Bureau at:

2330 McCulloch Blvd N., Lake Havasu City, AZ 86403 or <https://h2.maintstar.co/lakehavasu/Portal/#/>

Latest Fire Code Information and Prevention Fee Schedule available at www.lhcaz@gov.

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**. Exceptions are listed on the **Lake Havasu City Fire Department Specification #11, Standards for Tents and Other Membrane Structures** (available online at <https://www.lhcaz.gov/fire-department/fire-code>). Other applicable requirements are contained in the **International Fire Code**. Permits shall be applied for by the vendor erecting the tent(s) or the promoter of the event.

Event Name/
Description: _____

Event Address: _____

Property Owner: _____ Phone: _____

Applicant Name: _____ Phone: _____

Applicant Address: _____

Applicant Email: _____

Tent Owner Name: _____ Phone: _____

Start Date: _____ End Date: _____ Size: _____ Quantity: _____

Structure Type(s): Tents Canopies Air-Inflated Structure(s)

Purpose: Public Assembly: If Public Assembly: Tables & Chairs Tables # _____ Chairs # _____ Chairs Only # _____
 Sales
 Other _____

Required Attachments:

- Flame Resistant Certificate (Photo or manufacturer data sheet)
- Site Plan (Include: all tent locations, heat sources, fire lanes, food vendors, carnivals, pyrotechnics, etc.)
- Floor Plan (Include: seating layout, dimensions, exit locations, fire extinguishers, major features, etc.)

Approved plans and permit(s) are required to be available onsite prior to inspection. **Public assembly tents may not be occupied until a fire safety inspection has been completed and approved by the Fire Department.**

By applying for this permit, the applicant agrees to meet all requirements of the **Lake Havasu City Fire Department, as well as all field and other applicable requirements contained within the International Fire Code**. The applicant further agrees to make these requirements known to all applicable parties.

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

Applicant Signature

FD-246 Rev./JL 02/04/2026

Date



LAKE HAVASU CITY FIRE DEPARTMENT

Fire Prevention Bureau

2330 McCulloch Blvd. N.

Lake Havasu City, AZ 86403

(928) 855-1141 lhcfire@lhcaz.gov



EXHIBIT 1: Site Plan / Floor Plan

(Attach additional Exhibit 1 sheets for each tent)

Include all applicable requirements of Lake Havasu City Fire Department Specification #11.

Tent _____ of _____ Tent Design Occupancy Loads: _____ Chairs Only: _____ Tables & Chairs: _____

Tent Use: _____ Tent Dimensions: L=_____ W=_____ Total area: _____ sq ft

Site Plan / Floor Plan