



**Mitchell Department of Public Safety
Fire Prevention Division
Temporary Membrane
Structures and Tents Permit Application**

Permit No. _____ App. Date: _____
 Receipt No. _____ Issue Date: _____
 Fee: \$ _____ Approved By: _____

Installation Location	
Owner/Business:	
Address:	
Mitchell, SD	Zip Code:
Phone Number:	

Owner/Installer of Structure	
Name:	
Street Address:	
City/State/Zip:	
Phone Number:	

Flame-Retardant Certification
Flame propagation performance treatment by an approved manner meeting the criteria set by NFPA 701 shall be implemented and certified according to Fire Code Section 2404. All structures shall have a permanently affixed label.
<i>Flame-Retardant Certificate</i>
<input type="checkbox"/> Attached <input type="checkbox"/> Available Upon Inspection

General Requirements
1. This permit application shall be completed by the owner of the temporary membrane structure (Tent, Canopy, Membrane, and Air-Supported). The structure owner, or his/her representative, shall be responsible for compliance with all City fire code requirements.
2. A permit is required for temporary membrane structures in excess of 1,000 square feet.
3. A complete site plan shall be submitted along with the permit application. The site plan shall be dimensioned to show distances from the temporary membrane structure to property lines, other temporary membrane structures, buildings, driveways, and parking lots.
4. Installer shall provide and install portable fire extinguisher, approved EXIT and NO SMOKING signs, and all other devices as required by the fire code.
5. Two or more temporary membrane structures located within 12 feet of each other, as measured including guy wires and/or support ropes, having a combined area in excess of 1,000 square feet, shall require a permit.
6. Applicant shall contact the Fire Prevention Division to schedule an inspection prior to occupancy.

TEMPORARY MEMBRANE STRUCTURES SHALL NOT BE ASSEMBLED OR OCCUPIED WITHOUT A PERMIT AND AN INSPECTION ACCEPTANCE BY THE FIRE PREVENTION DIVISION.

◆ Please Print Neatly ◆

Sponsoring Business/Organization	
Name:	
Address:	
Phone Number:	

Type of Structure	
<input type="checkbox"/> Tent	<input type="checkbox"/> Canopy
<input type="checkbox"/> Membrane	<input type="checkbox"/> Air-supported
No. of each?	

Dimensions (Length, Width, Height)			
	Length	Width	Height
1.			
2.			
3.			

Use Period
Temporary membrane structures and tents shall be used for a period of not more than 60 days within a 12-month period on a single premise.
Exception: Use up to 180 days within a 12-month period shall be permitted in conjunction with fixed retail operations on the same premise.

Inspection Date/Time:		
Event Start Date/Time:		
Date(s) of Use:		
From	To:	
From:	To:	

Structure Use	
<input type="checkbox"/> Retail	<input type="checkbox"/> Assembly
Other (please specify):	

Applicant
I, the undersigned, do hereby affirm that the statements contained on this form are true and correct. I further agree to comply with the provisions of applicable ordinances of the City of Mitchell and the approved plans and specifications submitted with this application.
In addition, it is understood that the installation of systems shall be made only by persons properly trained and qualified to install the specific system being provided. The installer certifies to this authority that the installation is in complete agreement with the terms of the listing and manufacturer's instructions and/or approved design plan.
Signature: _____
Name (print): _____

**Fee Calculation Schedule
Tent, Canopy, and Temporary Membrane Structures**

Description	No. of Each	Unit Fee	Subtotal
Tents, Canopies, or other Temporary Membrane Structures		\$50.00	\$ _____
Expedite fee—(50% of app. fee)			\$ _____
Total \$			

**Mitchell Department of Public Safety
Fire Prevention Division
201 West 1st Avenue
Mitchell, SD 57301**

605-995-8400