



Community Development Services
 Planning Division
 City of Greenwood
 300 South Madison Avenue
 Greenwood, IN 46142
 (317) 887-5230
 (317) 887-5616 fax

TENT PERMIT

PERMIT APPLICATION REQUIREMENTS

1-2 Business Day Review Time

Review Time does not begin until we receive a complete Application Packet which includes:

Application Form

Site Plan

NO FEES ARE DUE OR WILL BE ACCEPTED AT TIME OF APPLICATION

You will be notified immediately if your application submittal is incomplete.

The **Site Plan** should show the location and dimensions of the tent(s) or awning(s) you are proposing and the distance from property lines and structures. Please also show how traffic is to flow around the tent(s) or awning(s). No tent shall be erected within twenty-five (25) feet of a street or highway right-of-way.

FEES DUE AT TIME OF PERMIT ISSUANCE	
Tents & Awnings	First Permit issued in a given calendar year (60-day limit): \$50 Renewal permits issued in a given calendar year (may renew at 60-day intervals): \$25

INSPECTIONS
<p>The erection and securing methods shall be subject to the approval of the Building Inspector. Please call the Building Division for an inspection after the tent or awning is up but before allowing public access. Any tent or awning occupied by the public without passing an inspection will be subject to citation.</p>

Tents and Awnings are also subject to Fire Department regulation. For any questions regarding those regulations, please contact the applicable Fire Department.		
Greenwood Fire Department	155 E Main Street Greenwood, IN 46143	(317) 882-2599
White River Township Fire Dept	850 S Mullinix Road Greenwood, IN 46143	(317) 888-8337



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**APPLICATION FOR
 BUILDING PERMIT**

PERMIT NO.: _____

Application is hereby made for a permit to improve premises as described herein as shown in the accompanying **plans and specifications**, which improvement is to be located as shown on the accompanying **plot plan**. The information which follows and the accompanying plans, specifications and other information with the representations therein contained, are made a part of this application in reliance upon which the Planning Commission of the City of Greenwood is requested to issue a location improvement permit.

It is understood and agreed by this Applicant that any error, misstatement or misrepresentation of material fact, either with or without intention on the part of this Applicant, such as might or would operate to cause refusal of this application, or conditional approval thereof, or any material alteration or change in the accompanying plans, specifications or improvements subsequent to the issuance of a permit in accordance with the application, without the approval of the Planning Commission shall constitute sufficient ground for the revocation of this permit.

All building construction work, alterations, repairs, or mechanical installations and appliances connected therewith and other work necessary to complete the following improvement, shall comply with the State Building Rules and Regulations, local ordinances and such other statutory provisions pertaining to this class of work, and such rules, regulations, ordinances and provisions shall be considered a part of specifications, whether specified herein or not.

- 1) Date of Application _____ Date Approved _____ Date Issued _____
- 2) Name of Applicant _____ Phone _____
- 3) Name of Business at location _____
- 4) Address of Location _____
 Lot, Block, Section _____ in _____ Subdivision

Kind of Building Permit **TENT** – Tent or Awning

- 5) Type: Initial Permit for Calendar Year
 Renewal

	Staff Use
PERMIT FEE	\$ _____
TECH FEE (1)	\$10.00
TOTAL FEE	\$ _____

- 6) Initial or Renewal Date _____
 Date of Removal or Renewal (60 days or less) _____

- 7) Applicable Structures Tents: How many? _____ Size(s) _____ sq. ft.
 _____ sq. ft.
 _____ sq. ft.

- 8) Name and address of contractor (If applicable):

 Contact Person if different than applicant: _____ Phone: _____

The undersigned represents that such work shall start within 90 days and will be completed without delay; that said improvements will be finished in a good workmanlike manner. Should said work not start in good faith within 90 days, the undersigned understands this application will be void and of no force or effect whatever. The above information, to my knowledge and belief, is true and correct:

SIGNATURE OF APPLICANT: _____

SIGNATURE OF BUILDING COMMISSIONER: _____
 (or designated representative)

TO BE COMPLETED BY BUILDING DIVISION STAFF					
Airspace Zone?	_____ Yes	_____ No	Is Property in Floodway?	_____ Yes	_____ No
Eastside TIF Area?	_____ Yes	_____ No	Is Property in Floodway Fringe?	_____ Yes	_____ No
US 31/Fry TIF Area?	_____ Yes	_____ No	Is Building in Floodway/Fringe?	_____ Yes	_____ No
Parcel No. 41-	____-	____-	School: _____	Library: _____	WRTFD: _____