



Community Development Services  
City of Greenwood  
300 South Madison Avenue  
Greenwood, IN 46142  
317.887.5230  
[www.greenwood.in.gov](http://www.greenwood.in.gov)

## TENT, AWNING, OR TEMPORARY STRUCTURE PERMIT

### PERMIT APPLICATION REQUIREMENTS

15 Business Day Review Time

**Submit application via email to: [BUILDING@GREENWOOD.IN.GOV](mailto:BUILDING@GREENWOOD.IN.GOV).**

- ☐ **Application Form** – All items must be completed and the application must be signed.
- ☐ **Location Plan** – Show the location and dimensions of the tent(s), awning(s), or temporary structure(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.
- ☐ **Manufacturer's Installation Instructions** – Must be included with application
- ☐ **Fire Resistant Material Certification** – Must be included with application
- ☐ **State Variance** – Required for tents to remain standing for more than 30 days. <https://www.in.gov/dhs/boards-and-commissions/variances/>

**APPROVAL OF THIS PERMIT WILL ALSO INCLUDE CONNECTION TO TEMPORARY POWER**

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

#### FEES DUE AT TIME OF PERMIT ISSUANCE

Tents, Awnings, Temporary Structures	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
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#### INSPECTIONS

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, awning, or temporary structure is up but before allowing public access. Any tent, awning, or temporary structure occupied by the public without passing an inspection will be subject to a \$1,000.00 fee per Sec. 4-16 of the Greenwood Municipal Code.**

Tents and Awnings are also subject to Fire Department regulation. For any questions regarding those regulations, please contact the applicable Fire Department.

<b>Greenwood Fire Department</b>	155 E Main Street Greenwood, IN 46143	(317) 882-2599
<b>White River Township Fire Dept</b>	850 S Mullinix Road Greenwood, IN 46143	(317) 888-8337



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## APPLICATION FOR BUILDING PERMIT - TENT

**Submit Application via email to: [building@greenwood.in.gov](mailto:building@greenwood.in.gov)**

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 \_\_\_\_\_

2) Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Email: \_\_\_\_\_

3) Name of Business at location \_\_\_\_\_

4) Address of Location \_\_\_\_\_

Kind of Building Permit **TENT** – Tent, Awning, or  
Temporary Structure

5) Type: ☐ Initial Permit for Calendar Year  
☐ Renewal

Staff Use	
<b>PERMIT FEE</b>	\$ _____
<b>TECH FEE (1)</b>	<b>\$10.00</b>
<b>TOTAL FEE</b>	\$ _____

6) Date to be Installed or Renewed \_\_\_\_\_

Date of Removal \_\_\_\_\_

**NOTE: Tents that are to remain standing for more than 30 days will typically require a Variance from the State of Indiana Department of Homeland Security.**

7) Applicable Structures      Tents: How many? \_\_\_\_\_ Size(s) \_\_\_\_\_ sq. ft.  
\_\_\_\_\_ sq. ft.  
\_\_\_\_\_ sq. ft.

8) Nature of Event: \_\_\_\_\_

9) 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:** \_\_\_\_\_

## State Variance Required for Tents to remain Standing Longer than 30 Days

In Greenwood, we permit temporary structures (tents) for 60 days and those permits can be renewed every 60 days. The State of Indiana, however, only allows temporary membrane structures (tents) to remain erect for a period of 30 days. This conflict can be accommodated, however, by requesting a variance from the State of Indiana Department of Homeland Security. The code reference you would request a variance from is "Indiana Fire Code 2012 3103.5". Please see the copied text from the code section as well as the 675 IAC amendments below. The Indiana amendment reduces the period in which the tent may remain.

**2012 Indiana Fire Code 3103.5 Use period.** *Temporary tents, air-supported, air inflated or tensioned membrane structures shall not be erected for a period of more than 180 days within a 12-month period on a single premises.*

### **675 IAC 22-2.5-24 Chapter 31; tents and other membrane structures**

**Authority:** IC 22-13-2-2

**Affected:** IC 22-12-7; IC 22-13; IC 22-14; IC 36-8-17 Sec. 24. *Chapter 31 is amended as follows: (a) Amend Section 3101.1 to delete the text and insert the following: Except as otherwise provided in Sections 3104.7, 3104.15.5, and 3104.15.6, tents and membrane structures having an area in excess of 400 square feet shall be in accordance with Chapter 31. (f) Amend Section 3103.5 to delete "180" and insert "thirty (30)".*

Therefore, for tents that are to remain standing for longer than 30 days, a variance must be obtained from the State of Indiana at <https://www.in.gov/dhs/boards-and-commissions/variances/>.

Thank you,

**KENNETH SEAL**  
**BUILDING COMMISSIONER**  
**DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES**  
**GREENWOOD**

300 South Madison Avenue  
Greenwood, IN 46142  
317-498-3127 Cell  
317-887-5230 Office  
317-887-5616 Fax  
[sealk@greenwood.in.gov](mailto:sealk@greenwood.in.gov)



**BUILDING COMMISSIONER**

300 South Madison Avenue | Greenwood, IN 46142 | 317.881.8698

CONTACTS		
<b>Community Development Services</b>	Kenneth Seal, Building Commissioner Matt Correa, Building Inspector Josh Frazee, Building Inspector Aaron Crute, Building Inspector  Email: <a href="mailto:building@greenwood.in.gov">building@greenwood.in.gov</a>	(317) 881-8698
<b>Greenwood Fire Department</b>	Tracy Rumble, Fire Marshal Ryan Angrick, Deputy Fire Marshal  Email: <a href="mailto:GFDCodeenforcement@greenwood.in.gov">GFDCodeenforcement@greenwood.in.gov</a>	(317) 882-2599
<b>White River Township Fire Department</b>	Braden Prochnow, Fire Marshal David Scholl, Safety Officer	(317) 888-8337
<b>Stormwater Department</b>	Chris Jones, Stormwater Superintendent Kai Werden, Stormwater Supervisor Mike Weaver, Technician  Email: <a href="mailto:stormwater@greenwood.in.gov">stormwater@greenwood.in.gov</a>	(317) 887-4711
<b>Johnson County Health Department</b>	Food Services Plan Review and Inspection 460 N Morton St, Suite A Franklin, IN 46131  Web Site: <a href="https://co.johnson.in.us/departments/index.php?structureid=27">https://co.johnson.in.us/departments/index.php?structureid=27</a>	(317) 346-4365
<b>Indiana Department of Homeland Security</b> Construction Design Release	Filing Requirements and Fees Electronic Filing Information and Assistance Project Expedite  Web Site: <a href="http://www.in.gov/dhs/2372.htm">http://www.in.gov/dhs/2372.htm</a>	(317) 232-6422 (317) 232-1426 (317) 232-1426