



# Temporary Structure/Tent Plan Review and Permit Application

**City of Elizabethtown, Department of Planning and Development**

200 West Dixie Ave – PO Box 550

Elizabethtown, KY 42702 (270) 982-3226

Official Use Only
Date received: _____
Received by: _____

**Project Location**

Project Address: \_\_\_\_\_

Event: \_\_\_\_\_ Tent Size(s): \_\_\_\_\_

**Applicant Details**

**Primary Contact (check one):**  Applicant       Property Owner       Installer

**Applicant**

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Property Owner**

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Installer**

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Certification and Application Signature**

*I do hereby certify that the information provided herein is both completed and accurate to the best of my knowledge, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.*

*As applicant, I affirm by this affidavit pursuant to KRS198B.060(10) that all contractors and subcontractors employed or that will be employed, on any activity covered by the permit issued shall be in compliance with the Commonwealth of Kentucky requirements for workers' compensation insurance (according to KRS Chapter 342) and unemployment insurance (according to KRS Chapter 341). I also understand that failure to comply with KRS 198.060(10), upon such findings by a court of competent jurisdiction, shall result in a fine in an amount not to exceed \$4000 or an amount equal to the sum of all uninsured and unsatisfied claims brought under the provisions of KRS 342 and unemployment claims for which no wages were reported as required by KRS 341, whichever is greater.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Permits are required for tents/temporary structures greater than 400 sq. ft. and for tents of any size used for fireworks sales or storage.

The following items must be submitted and approved prior to the issuance of the temporary structure permit:

- Contract or lease agreement with the property owner.
- Site plan showing distances between the tent and roadways, parking areas, and any other structures on the property
- Anchoring plan for the tent
- Floor plan showing the interior layout of the structure/tent
- Flame resistant certificate for the tent
- Evidence of the tent installer's Kentucky workers' compensation insurance
- Copy of the State fireworks registration certificate, if applicable
- Elizabethtown business license, if the structure/tent will be used for sales
- Payment of the permit fee

**Electrical work** (temporary pole or generator) is not included nor approved with the temporary structure plan review and building permit application. A separate application must be completed and submitted by a licensed electrical contractor.

**A sign permit** must be obtained prior to placing signage on the tent or site. Temporary signs, such as pennants, streamers, tag signs, and vehicle signs are prohibited.

**Inspections** must be completed/passed by the building, electrical (if relevant), and fire (for fireworks tents) inspectors prior to occupying the tent.