



Date: _____

Application # _____

**City of Watertown
Bureau of Code Enforcement
OPERATING PERMIT APPLICATION FORM
Part I: Application Information**

Applicant's Name: _____ Address: _____

Contact Person: _____ Telephone(s): _____

Public Assembly Occupancy: ☐ Room: _____ Occupancy #: _____
Room: _____ Occupancy #: _____

Additional Information: _____

Tent/ Membrane Structure Location/Address: Same as above ☐ Other ☐ (specify): _____

Organization/Event: _____

Insurances on File: ☐ # of Tents: _____ Tent Size(s): _____

Describe Use(s): _____

Date Parameters: _____ to _____ # Attendees: _____ (approx/expected)

Part II: Type of Operating Permit

An application must be received no later than 14 days prior to the event in order to ensure any issues are addressed before the event.

Tents, canopies and other membrane structures erected for less than 180 days must comply with Chapter 31, Section 3103 TEMPORARY TENTS AND MEMBRANE STRUCTURES of the International Fire Code of 2015, §3103.2: Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official ☐

Exceptions: 1. Tents used exclusively for recreational camping purposes

2. Tents open on all sides complying with all of the following:
- Individual tents having a max of 700 sq ft;
 - Multiple tents with a total aggregate area <700 sq ft;
 - Minimum clearance of 12 feet to all structures and tents.

Membrane structures erected for 180 days or longer or erected on a building, balcony, or deck for ANY period of time must comply with the International Building Code of 2015, Chapter 31, Sections 3102.1 through 3102.8 ☐

- ☐ Use of a building containing one or more areas of public assembly with an occupant load of 100 persons or more
- ☐ Use of a Tent, canopy or membrane structure for less than 180 days
- ☐ Use of a Tent, canopy or membrane structure for 180 days or more

City of Watertown Bureau of Code Enforcement Office Use Only:

Inspection performed to verify compliance: ☐ Date: _____ Electrical: ☐ Electrical Certificate on File: ☐
Site Plan Attached: ☐ Fire Rated Materials Tag: ☐ Associated Permits: _____
(attach additional sheets if necessary, to provide information, i.e., site drawing or inspection certificates)

If you have any questions contact the City of Watertown Bureau of Code Enforcement at 315-785-7735.

\$20 fee per address/ Receipt Number _____ Date: _____

Inspector Signature: _____