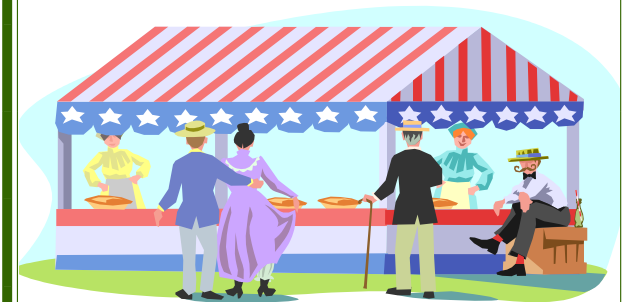


# TENTS



# FIREWORKS STANDS

## **Building Division**

18 N. Jackson Street  
Janesville, WI 53548

**Office Hours:** Monday-Friday, 7:30 am to 4:30 pm

**(608) 755-3060**

Web: [www.ci.janesville.wi.us](http://www.ci.janesville.wi.us)



**JANESVILLE**

Building Division



### **What tents require a permit?**

Any tent on a commercial property which is greater than 200 square feet in area is required to have a building permit.

### **How do I apply for a permit?**

You can obtain both Tent and Sign permit applications from Building Division or on-line at [ci.janesville.wi.us](http://ci.janesville.wi.us). Simply fill them out and submit them along with a site plan of the property where you plan to set up the tent. Site plans should include distances from the tent to any building, parking and property lines. A layout diagram of the tent with regard to tables or seating may be requested depending upon your intended use for the tent.

### **How long will it take to get my permit?**

Review of your application may take up to 2 weeks after your submittal is received. If approved, you may pay the fees and obtain your permit.



### **What are the fees?**

#### **Tents Only:**

- Building permits fee (\$0.07/sq.ft.; \$72 minimum)

#### **Fireworks Stands:**

- A Site Plan Review fee of \$250. (Fireworks Stands only)
- Building permits fee (\$0.07/sq.ft.; \$72 minimum)
- Review of tent floor plan (\$0.24/sq.ft.; \$72 minimum)
- Occupancy fee: \$72.00
- Please note that temporary signs or attention-getting devices require a separate permit application and fee.
- Fireworks Stand Licenses are also required for that use and these applications are submitted to the City Clerk's office, with an occupancy inspection by the Fire Department prior to opening.

### **Rules to Follow:**

- Tents must be located at least 20 feet from: property lines, buildings, parking, vehicles, generators, or trailers. (In the case where vehicles are displayed within a tent area, there are 3 requirements: the batteries must be disconnected; there must be no more than 5 gallons of gasoline within each tank; and generators must be at least 20' away from the tent.)
- There must not be any open flame cooking devices within 20 feet of the tent.
- A portable fire extinguisher must be placed within the tent.
- No smoking signs must be posted.
- Multiple tents must be a minimum of 10 feet apart.
- A Fire Treatment Label must be posted on the tent or a Certificate of Fire Treatment shall be submitted with the permit application.
- Ingress and Egress within the parking lot must be provided. All display of products and tents shall remain outside the drive aisles of the parking lot. The fire department access must not be blocked.
- Based upon building and fire codes, the size of the tent, its intended use, and expected occupant load affect what will be required for number of exits, aisle widths, seating arrangement, etc. The site plan review coordinator can help you to determine what requirements you will have to follow. One requirement common in all cases is providing an exit access of less than or equal to 100 feet from any point within the tent.
- The use of sea boxes are prohibited on the site. Use of trailers for storage is limited to 72 hours for any single instance.