



LAKE HAVASU CITY FIRE DEPARTMENT

Fire Prevention Division

2330 McCulloch Blvd. N.
Lake Havasu City, AZ 86403
(928) 855-1141 FAX (928) 855-0551
www.lhcaz.gov



Tent Construction Permit Application

A Tent Construction Permit is required if erecting an air-supported temporary membrane structure or a tent with an area in excess of 400 square feet, unless an exception below applies. A \$100 permit fee will be charged for a plan check and inspection.

Exceptions:

- 1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides and comply with ALL of the following:
2.1. Individual tents do not exceed 700 square feet; and
2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet does not exceed 700 square feet total; and
2.3. A minimum clearance of 12 feet to all structures and other tents.

Permit process and time frame: In order to process your application or request for service within 72 hours from the date of submittal, all requested information and attachments must be provided. Use the site plan on the reverse side of this application. Contact the Fire Prevention Bureau with any questions at (928) 855-1141 or email lhcfire@lhcaz.gov.

Event Name/ Description: _____

Event Address: _____

Property Owner: _____ Phone: _____
Property Owner Address: _____

Applicant Name: _____ Phone: _____

Applicant Address: _____

Tent Owner Name: _____ Phone: _____

Tent Owner Address: _____

Dates for Event: _____

Size: _____ Quantity: _____

Purpose: [] Public Assembly [] Sales [] Other: _____
Public Assembly Tents: [] Tables & Chairs Tables #___ Chairs #___ [] Chairs Only Chairs #___

Required: [] Flame retardant certificate [] Site diagram [] Floor plan

By signing this Tent Construction Permit Application, the Applicant agrees to meet the entire requirements of the Lake Havasu City Fire Department Specification #11, Standards for Tents and Other Membrane Structures & Field Checklist (available online @ https://www.lhcaz.gov/fire-department/fire-code), and other applicable requirements contained in the 2012 International Fire Code. The Applicant agrees to make known to all applicable parties, the requirements contained in LHCFD Specification #11.

Signature of Applicant Affiliation Date

Clarification of Interpretation: A person may request the City to clarify its interpretation or application of a statute, ordinance, code, or policy affecting the procurement of this license pursuant to A.R.S. § 9-839.



LAKE HAVASU CITY FIRE DEPARTMENT
Fire Prevention Division
 2330 McCulloch Blvd. N.
 Lake Havasu City, AZ 86403
 (928) 855-1141 FAX (928) 855-0551
www.lhcaz.gov



EXHIBIT 1: Site Plan / Floor Plan (Use for simple plans. Attach additional sheets for larger events)

(Use grid format below.)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1															1
2															2
3															3
4															4
5															5
6															6
7															7
8															8
9															9
10															10
11															11
12															12
13															13
14															14
15															15
16															16
17															17
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
Business Name:											Date:				
Address:								Qty:				Page		of	

TO BE COMPLETED BY FIRE PREVENTION BUREAU	
Date plans submitted: _____	
Dates plan approved: _____ Approved by: _____	
Other requirements/comments: _____	
Permit #: _____	Fee: _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card
Issued by: _____	Date issued: _____
Inspection scheduled: <input type="checkbox"/> Yes <input type="checkbox"/> No Date for inspection: _____	