



2024 TENT & GREENHOUSE PERMIT APPLICATION

Required 10 Days Prior to Inspection Date

APPLICATION FEE – \$62

NOTE: Any structure that is erected for longer than 180 days is considered permanent therefore not authorized by this permit

Permit Applicant Contact Information:

Name: _____ Phone: _____

Address: _____

Tent/Greenhouse Information:

Group/Organization using the Tent: _____

Location/Address of Tent: _____

Number of Tents/Greenhouses: _____ (A single permit is required for each site but not each tent/greenhouse)

Purpose or Use of Tent/Greenhouse: _____ Expected maximum occupancy: _____

Company Erecting Tent/Greenhouse: _____

Will electricity be used in the tent? Yes _____ No _____ If you answered yes:

Please call 715-839-4947 to apply for an electrical permit

Date Tent will be Set-Up: _____ Date Tent will be Taken Down: _____

Approximate Date & Time of Inspection: _____

PLEASE CALL 3 DAYS AHEAD TO CONFIRM INSPECTION TIME: 715-839-4825

*****INSPECTION OF THE TENT/GREENHOUSE IS REQUIRED PRIOR TO OCCUPANCY*****

Signature: _____ Date: _____

**PLEASE ATTACH A SITE PLAN/MAP INDICATING THE LOCATION OF THE TENT(S)
IN RELATION TO BUILDINGS, PARKING AND ACCESS ROADS**

Mail completed form with payment to:

Eau Claire Fire and Rescue, 216 South Dewey Street, Eau Claire, WI 54701

Check Payable to: City of Eau Claire Treasurer

Or Email completed form and online receipt to: fireinspections@eauclairewi.gov

Online payment link:

<https://eauclairewi.munisselfservice.com/citizens/OtherServices>

***** If erected on City Property a Special Events application must also be completed *****

That application can be found online at: www.eauclairewi.gov/recreation/special-events

OR in person at 910 Forest Street, Eau Claire, WI 54703

OFFICE USE ONLY

Permit # _____ Cash _____ Check # _____ Online _____ Rec'd by _____ Treasury Use #2524