



# TENT RENTAL INFORMATION

## Tent Rental Information

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Tent Permit Info

Tent Permit Form

Tent and Flooring  
Order form

### INSTRUCTIONS FOR TENT/TEMPORARY STRUCTURE FILING

- The Norwalk Department of Code Enforcement requires that Temporary Structure permits be issued for every tent or temporary structure of 120 sq. ft. or more (any tent larger than a 10' x 10'). Drawing indicating size, location, spacing, exits, seating (if any) and Tent Contractor must submit to the Building Official copies of Certification of Fabric Fire Resistance Rating for each tent. Tent Contractor must have a State Permit and have Fabric Certification on file with the State of Connecticut Department of Public Safety.



#### **The fee for this permit is \$50. (Pricing subject to change)**

- Electrical permits are required if electricity is supplied to the tent or regardless of the tent size. All electrical appliances must be raised off the ground by wood by a minimum of four (4) inches.

#### **The fee for this permit is \$50. (Pricing subject to change)**

- The mechanical Inspector will issue Gas Piping Permits for all appliances used for cooking etc. Also temporary water piping used for drinking or cooking must be inspected by the Plumbing Inspector for proper piping. Garden hose cannot be used. Plumbing permits are required if piping is to be used for water or gas service. Garden hose cannot be used for these purposes.



#### **The fee for this permit is \$50. (Pricing subject to change)**

- A time should be set at least four (4) hours prior to show opening for all inspections with tent owners or vendors. If you require Saturday and/or Sunday inspection there will be an additional \$150.00 fee. (pricing subject to change) Every tent will receive a separate, yellow Inspection Sign-off Card that must be posted and subsequently signed by all City departments after inspection and before the show opens.

All of the above requirements are either State Statutes of State Building Code Requirements required by the CT Department of Public Safety.

Please complete the APPLICATION FOR TEMPORARY STRUCTURE form on the following page as follows:

The Application for Temporary Structure, the Certificate of Flame Resistance and the check for the fees above (payable to the Norwalk Department of Code Enforcement) should be mailed to:

Norwalk Department of Code Enforcement  
P. O. Box 5125  
125 East Avenue  
Norwalk, CT 06856  
Attn: Bill Ireland

