

# TENT PERMIT APPLICATION INSTRUCTIONS

To submit a tent permit application to DOB, you must include information regarding all structures (tents and stages) and generators. Upon submission of your application, you will be required to upload all drawings and supporting documents via our [ProjectDox](#) system for plan review.

Utilize this checklist to aid your application process.

## DRAWING FOLDER

Documents should be uploaded as follows:

- Site plan showing the location and dimensions of all tents/generators/stages
- Specifications and dimensions for tents/generators/stages

### SCHEMATICS OF TENT

[Diagram of how tent is assembled](#)

**Tents, 150 sq. ft. or larger:** submit each tent's size, the certificate of flame resistance per tent size and tent schematics (this information is supplied by the tent company) and what will be used to hold tents down (i.e., sandbags and/or water barrels). **Tents 1,000 square feet or larger require a Structural Engineer stamp from a Structural Engineer licensed and certified by the District of Columbia** before submitting schematics to DOB. The stamp should not be more than six (6) months from the day of permit's issuance.

### BLEACHERS

[Diagram of how bleachers are assembled](#)

Provide occupancy load, diagram of assembly of bleachers, dimensions and picture (must show wheelchair accessibility). A Structural Engineer licensed in the District of Columbia must review, stamp and approve schematics assembly of bleachers, no older than 6 months old, before submitting a building permit application to the Department of Building. Include the manufacturer's manual for the assembly of bleachers from the vendor leasing the bleachers to the event and the vendor's contact information.

### SCHEMATICS OF STAGE

[Diagram of how stage is assembled](#)

**Stages:** submit the schematics to show how the stage is assembled for the entire setup, provide railings on all 3 sides, 36 feet around the stage and provide a set of stairs on both sides of the stage for egress. The manufacturer's instruction manual for assembly should also be included with submission. Provide photo(s) of the stage being used during the event from the company you are renting from. **If the stage is 1,000 square feet or larger, a Structural Engineer licensed in the District of Columbia** is required to review, stamp and approve schematic drawing of stage assembly before submitting application to DOB. The stamp should be placed on schematic drawings not on a letter from vendor providing the stage. **Structural engineer stamps** should not be older than 6 months from date of review for permitting, and stamp should state **District of Columbia**, with signatures from a **licensed Structural Engineer**. Stages less than 18" high do not require a permit. The stamp should be placed on the schematics for the stage (diagram that shows how stage is assembled), as stated previously.

**FENCE**

[Diagram of how fence is assembled](#)

Provide photo(s) from the vendor you are leasing fence from, if applicable. Include information on specifications and how the fence is assembled from the manufacturer. If applicable, provide what will be used to hold the fence down. Stakes are not allowed for use in public space.

**GENERATORS**

Diesel fuel only, with no refueling allowed on site. **Electrical permits are required for all generators.** Please provide specifications and photos of the generator used.

If you do not use generators for power during the event but will use some source of power from a building or nearby property that is not your own, include a letter of permission from the owner. This would include an extension cord that may be used to plug in to a building outdoors.

An electrical permit is required for 5KW and up for generators. All electrical permit applications must be filed and signed by a District-licensed Master Electrician. A permit for temporary structures must be issued prior to a Master Electrician being able to apply, as the tent permit numbers are required upon request for the electrical permit.

**SUPPORTING DOCUMENTS**

Documents should be uploaded as follows.

- Professional Engineer Stamps
- Certificate of Flame Retardancy per tent size

**CERTIFICATE OF FLAME RETARDANCY**

Each required per tent size.

**PROFESSIONAL ENGINEER STAMPS**

Structural engineer stamps should not be older than 6 months from date of review for permitting, and the stamp should state **District of Columbia**, with signatures from a **District-licensed Structural Engineer.**