

**Seattle Fire Department Permit Application**  
**Code 3201 Tent or Air-Supported Structure, Temporary**



- |                          |  |                 |               |
|--------------------------|--|-----------------|---------------|
| <input type="checkbox"/> | Tent only, no assembly permit required   | <b>\$312.00</b> | Code: 3201    |
| <input type="checkbox"/> | Tent in association with City of Seattle Special Events permit                 | <b>\$312.00</b> | Code: 3201CTY |
| <input type="checkbox"/> | Tent in association with valid SFD temporary assembly permit                   | <b>\$0.00</b>   | Code: 3201SFD |
| <input type="checkbox"/> | Tent used to provide outdoor service due to public health restrictions indoors | <b>\$0.00</b>   | Code: 3201-CV |

TO BE COMPLETED BY PERMIT APPLICANT (PLEASE PRINT)

BUSINESS/APPLICANT NAME:		
MAILING ADDRESS:		SUITE:
CITY:	STATE:	ZIP:
EVENT TITLE:		
EVENT ADDRESS:		
ASSEMBLY PERMIT HOLDER FIRM NAME:		
SET-UP DATE(S):	SET-UP TIME(S):	
EVENT DATE(S):	EVENT START TIME(S):	
CONTACT PERSON:	ON-SITE CONTACT:	
PHONE NUMBER: ( )	PHONE NUMBER: ( )	
E-MAIL ADDRESS:	E-MAIL ADDRESS:	
IS THIS TENT NEEDED BECAUSE STATE PUBLIC HEALTH GUIDELINES REQUIRE A PORTION OR ALL OF THIS EVENT TO BE OUTSIDE? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>PLEASE INCLUDE SUPPLEMENTAL DOCUMENTATION WITH THIS APPLICATION:</b> <ul style="list-style-type: none"> <li>• TENT LAYOUT</li> <li>• LETTER OF STRUCTURAL INTEGRITY</li> <li>• CERTIFICATE OF FLAME RESISTANCE</li> </ul> <p><b>Make check payable to CITY OF SEATTLE</b></p>		

Permit applications may be submitted in person weekdays from 8:00 a.m. to 4:30 p.m., or mailed to:

Seattle Fire Department  
 Fire Marshal’s Office – Permits  
 220 Third Ave S, 2<sup>nd</sup> Floor  
 Seattle, WA 98104-2608

To pay with a Visa or Master Card, email this application to us,  
**THEN CONTACT US TO BE PROVIDED AN ONLINE PAYMENT KEY.**  
 Tel: (206) 386-1450  
 E-mail: [permits@seattle.gov](mailto:permits@seattle.gov)

**PAYMENT MUST ACCOMPANY ALL APPLICATIONS. PAYMENTS RECEIVED LESS THAN 30 DAYS PRIOR TO THE EVENT WILL BE ASSESSED A LATE FEE EQUAL TO 50% OF THE ORIGINAL PERMIT FEE.**

**FMO OFFICE USE ONLY:**

Approved by:		Date:
<b>Permit cc:</b>		
<input type="checkbox"/> Cancel, refund requested (Approval attached)	<input type="checkbox"/> Cancel, no refund	Reason: Initials:
Application ID#	Check No.:	Receipt No.: