



TEMPORARY STRUCTURES
SPECIAL OPERATIONAL USE PERMIT APPLICATION

Permit Information

- Fire and Life Safety Permit Fee (dependent on type of Special Operational Use Permit): Call the City of Hickory Fire and Life Safety Division (828-323-7522) for permit fees and payment arrangements.
• After-Hours Inspection (inspection conducted outside of normal work hours): Additional \$50.00.
• Application with a site plan is due at least 14 days prior to first move-in day of event.
• Late Application Fee (for applications not submitted at least 14 days prior to first move-in day of event): Additional \$50.00.
• A Commercial Zoning Permit may be required. Call Planning & Development at 828-323-7410 for more information.

Business Name: _____ Date: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Name & Title of Person Submitting Application: _____

Telephone No: _____ Fax No: _____ Email: _____

Address of Event: _____ Parcel ID No: _____

Property Owner: _____ Owner's Written Permission: [] Yes [] No

Event Name: _____ Date(s) of Event: _____

Preferred Date & Time of Inspection: _____

Description of event and/or purpose for issuance of Permit: _____

Temporary Power: [] Yes [] No

If yes, source: [] Generator [] Existing on-site receptacles [] Other _____

Cooking: [] Yes [] No Percentage of Parking Spaces Used (if applicable): _____

Vendor Providing Structure: _____

** Copy of Flame Resistance Certificate for each tent must be provided with application submission **

Please indicate the type and number of permit(s) applying for:

- [] Tent ____ (fabric structure that is enclosed with sidewalls or drops)
[] Tent ____ (fabric structure that is open on all sides)
[] Membrane Structure ____ (air supported or air inflated frame covered structure)
[] Roadside Stand ____
[] Structure or Stand for Fireworks Sales (14 Days) ____
[] Structure or Stand for Fireworks Sales (30 Days) ____
[] Other _____

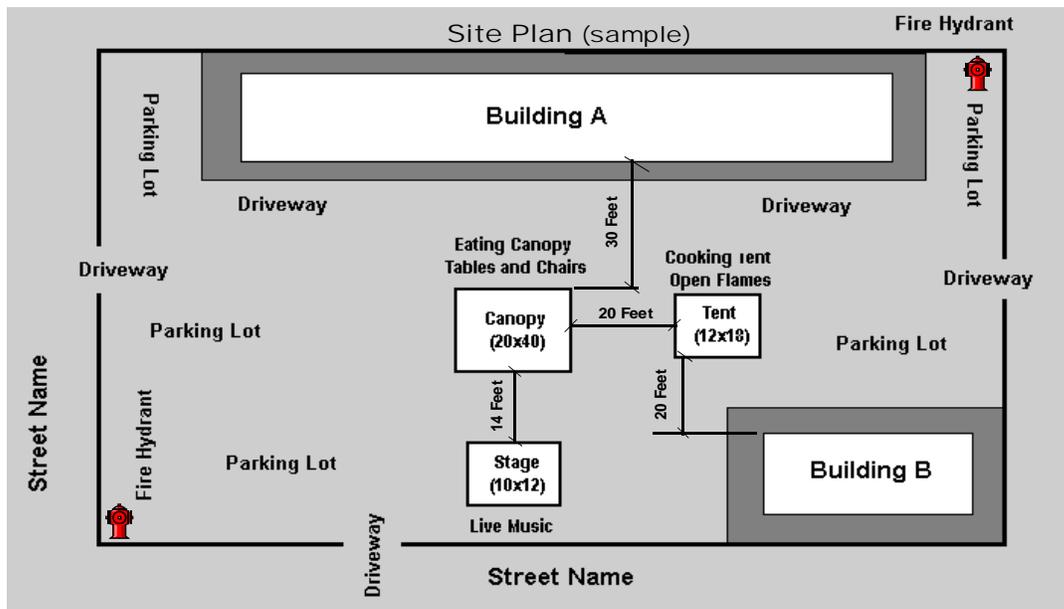
Based on the definitions for a tent or membrane structure, the following information must be completed. This information is necessary in order to determine if certain fire code regulations will apply.

1. Is there any individual tent that is ENCLOSED with sidewalls or drops greater than 400 sq. ft.? Yes No
2. Is there any individual tent that is OPEN on all sides greater than 700 sq. ft.? Yes No
3. Are there multiple tents without sidewalls, placed side by side such that the total square footage of all the tents in this group exceeds 700 sq. ft without 12 feet of clear space between all other permanent and temporary structures? Yes No
4. Is there any individual or groups of membrane structures exceeding 400 sq. ft.? Yes No

SITE PLAN INFORMATION: The following information must be provided on the site plan or the application will not be accepted for review. The site plan does not have to be to scale. However, it must include critical dimensions and provide a moderate degree of proportion. At a minimum, it shall include the following:

1. Location of the event/activity on the property with approximate distances from roads, fire hydrants, existing buildings, etc.
2. Location of temporary structures that will be used during the event. Must indicate size of temporary structures, distances between temporary structures and existing buildings.
3. Identify how each temporary structure will be used. Example: type of vendor, food preparation, alcohol sales, etc.
4. Identify location of all cooking devices and open flames.
5. Location of all fencing, barricades, or other restrictions that will impair access to and from the event or property.
6. Identify all designated parking areas.
7. Indicate location of any generators and fuel storage.
8. Drawing of set-up under any tents.

EXAMPLE



These answers have been given to the best of my ability and knowledge. I hereby understand that any answers deliberately falsified or misrepresented shall be justification for revocation of the Permit.

Signature

Title

Date

OFFICE USE ONLY

Event Name _____ Event Date(s) _____

Type of Permit Applied For _____

FIRE DEPARTMENT USE ONLY:

Special Operational Use Permit Required: Yes No Date Received: _____

Account # _____ Permit # _____ Permit Fee: _____

Fire Official Approval _____ Date _____

Conditions of Approval _____

PLANNING DEPARTMENT USE ONLY: Date Received: _____

Zoning Approval Required: Yes No

ZONE _____ Front Setback _____ Side Setback _____ Side Street Setback _____ Rear Setback _____

Zoning Official _____ Date _____

Conditions of Approval _____

COLLECTIONS DIVISION USE ONLY: Date Received: _____

Privilege License Required: Yes No License # _____

Collections Official _____ Date _____

CITY MANAGER'S OFFICE USE ONLY: Date Received: _____

City Manager's Office Approval _____ Date _____