

APPLICATION INTAKE

In Person: 9:00 am – 4:00 pm

By Email: buildingpermits@roswellgov.com

**OFFICE USE ONLY**

Date: ___/___/___

Application Number: _____

Taken By: _____

TEMPORARY TENT/STRUCTURE PERMIT APPLICATION

THIS APPLICATION IS TO BE USED FOR STRUCTURES TO BE ERECTED FOR 180 DAYS OR LESS

 TENT TEMPORARY STRUCTURE OTHER MEMBRANE STRUCTURE

 Trades to add: Electrical Plumbing Mechanical

 Will you need to add: Temporary Pole Electric Meter Release Gas Meter Release
PROJECT DESCRIPTION

Job Site Address: _____ Suite: _____

Project Description: _____

Building Height: _____ Ft. Proposed Installation Date: _____

Total Area: _____ Sq. Ft. Proposed Removal Date: _____

Total Cost of Labor and Materials (Required for application submittal): _____**CONTACTS**

Property Owner	Name: _____		
	Address: _____		
	City: _____	State: _____	Zip: _____
Tent/Temporary Structure Supplier	Name: _____		License No: _____
	Company: _____		License No: _____
	Address: _____		
	City: _____	State: _____	Zip: _____
	Phone: _____	E-mail: _____	
Plan Review Contact	Name: _____		
	Phone: _____	E-mail: _____	
Applicant	Name: _____		
	Phone: _____	E-mail: _____	

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the building codes in effect at the time of permit issuance. I understand that this application will expire after six months if no activity takes place.

Signature of Applicant _____

Date _____



BUILDING PERMIT CHECKLIST

BUILDING PERMIT APPLICATION CHECKLIST

Prior to submitting an application for a Building Permit, please verify if a Land Disturbance Permit (LDP) is required and if it must be acquired before submission of the Building Permit Application will be accepted.

Permit applications may be submitted the following ways:

- **In person at City Hall between the hours of 9:00 am and 4:00 pm**
- **By emailing the completed application, completed checklist (below) and any checklist items to buildingpermits@roswellgov.com**

Checklist items required for application submittal:

- Completed & Signed Temporary Tent/Structure Permit Application, including this checklist page
- Copy of Tent/Temporary Structure Supplier's Current Business License and Photo ID
- Copy of Applicant's Photo ID (if applicant is someone other than contractor or authorized agent)
- Completed Subcontractor Affidavit for each Trade (mechanical, electrical, plumbing) to be added to this application, including a copy of subcontractor's business license, state license, and Photo ID.

Provide the following design documents:

- Tents/Temporary Structures – Site plan showing the location of the tent/temporary structure relative to existing buildings/structures and property lines.
- Tents/Temporary Structures – Floor plan of structure showing egress path(s) and opening sizes. Indicate maximum number of occupants on this plan.
- Tents/Membrane Structures - Flame propagation certificate showing tent top and sidewalls are tested and approved in accordance with NFPA 701 Test Method #2. Not Method #1. MUST be in compliance with NFPA 701 Test Method #2.
- One (1) PDF file of the complete set of design documents, including a site plan, as noted above, on a CD/DVD or flash drive.

Please refer to the City of Roswell Community Development Department website for additional information and to download applications and forms.