



# Tent Permit Application

## The City of Oklahoma City Fire Department

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**TENTS LARGER THAN 225 SQUARE FEET REQUIRE PERMITS**  
**15' X 15' POP UP TENTS DO NOT REQUIRE PERMITS**

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To be completed by applicant and returned to Oklahoma City Fire Marshal's Office

(Please print)

Date \_\_\_\_\_ 20\_\_\_\_\_

Firm/Applicant Name \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_

Site Address of Tent \_\_\_\_\_

Date tent up: \_\_\_\_\_ AM/PM Date tent down: \_\_\_\_\_

Date & Hours of Event \_\_\_\_\_

Estimated Event Attendance: \_\_\_\_\_ Size of tent: \_\_\_\_\_

Onsite Contact person/persons: \_\_\_\_\_ Cell # \_\_\_\_\_

**NOTIFICATIONS OF EVENT SHALL BE MADE 30 DAYS BUSINESS DAYS PRIOR TO THE EVENT.  
NOTIFICATIONS RECEIVED LESS THAN 10 BUSINESS DAYS PRIOR TO EVENT WILL BE CONSIDERED LATE  
NOTIFICATIONS AND WILL BE ADDRESSED ACCORDINGLY.**

Event notifications may be submitted in person weekdays from 8:00am to 4:30pm, or mailed, or faxed to:

2300 General Pershing Blvd.

Oklahoma City, OK 73107

Attention Special Events

Office: (405) 297-3584 Fax#: (405) 297-3330

In the space following,, please include as much detail as possible regarding the type of event and activities. The contact person listed above will be responsible for required code compliance as well as being responsible for providing any additional information requested by our office.

**Description of Event** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_