

**COLLEGEVILLE BOROUGH**  
**BUILDING PERMIT**  
**TENTS**

*A tent permit is required for all tents of any use (over 150 square feet.)*

**PART I – Location of Property** - Complete address including city, state and zip code must be provided on all applications.

**PARTS II through VI** – Complete every section.

**PART VII – Plot Plan** – Show all dimensions of entire property (length X width and square feet of entire lot). Identify streets adjacent to property. Place all buildings and parking lots with size dimensions (length and width), within property lines and indicate whether existing or proposed. Indicate front yard, side yard, and rear yard setbacks by showing the distance from buildings to property lines on all sides. If the tent is to be located in a parking area indicate the following on the plot plan;

1. The number of parking spaces on the entire lot.
2. The number of parking spaces to be occupied by the tent and any supports.
3. The gross leasable floor area of the entire property.

**The property owner is responsible for the accuracy of this plot plan. On-lot sewage disposal systems and/or any easements/deed restrictions must be indicated.**

**PART VIII – Sign and date application** – If property resident is not the owner of the property, a notarized statement indicating the owner’s approval of the proposed construction must be submitted with the application. Provide phone numbers where property owner/resident and contractor may be reached. Contractors making application must be registered with the Borough prior to starting construction.

**Plans and Specifications**

A. **Dimensions** – Show **all** dimensions of **all** proposed structures – height (ground level to highest point of roof), width and length. Give overall floor plan showing interior layout and dimensions.

B. **Anchoring** – Give all anchoring information.

**ADDITIONAL INFORMATION**

**FEES** - Permit fees must be submitted with the permit application. If paying by check, please make check payable to “Collegeville Borough”.

**REVIEW** – The application will be reviewed by the Code Enforcement, Zoning Department and Fire Marshal’s office for compliance with all Collegeville Borough codes and ordinances.

**PERMIT GRANTED** – **Work may not start until a permit has been approved and granted.** The permit cards are to be displayed so as to be visible from the street.

**PERMIT DURATION** – Maximum time a tent may be erected is fourteen (14) days after issuance.

**PLUMBING, ELECTRICAL AND HVAC** – All plumbing, electrical, heating and air conditioning contractors and/or their personnel must be registered and provide a Certificate of Insurance verifying Worker's Compensation coverage, and Federal or State Employer Identification Number (EIN). In addition, each contractor must obtain the appropriate permits for the work to be done. All electrical work must be inspected by United Inspection Agency (215.542.9977).

**INSPECTIONS** – Call the Borough Office (610.489.9208) at least 24 hours in advance to schedule each inspection. Responsibility for notification for inspections at the various stages of construction lies with the applicant and/or contractor. **If the appropriate inspections are not requested, uninspected work will not be granted final approval.**

# COLLEGEVILLE BOROUGH

## Application for Building Permit - Tent

### I – LOCATION OF PROPERTY

Address: \_\_\_\_\_  
\_\_\_\_\_

### II – OWNERSHIP

Private     Public     Tenant     Other \_\_\_\_\_  
\_\_\_\_\_

### III – IDENTIFICATION – To be completed by all applicants

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
\_\_\_\_\_

### IV – TENT TYPE

Traditional Frame     High Peck Frame     High Peck Tension     Clear Span Canopy     Canopy  
\_\_\_\_\_

### V – PROPOSED USE

Residential     Retail     Commercial Showroom     Reception    # Tables \_\_\_\_\_ # Seats \_\_\_\_\_

Description: \_\_\_\_\_

Date of Use: \_\_\_\_\_

**VI – DIMENSIONS**

Tent Size: width, length and height \_\_\_\_\_

Total square footage of floor area, based on exterior dimensions \_\_\_\_\_

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**VII – SITE OR PLOT PLAN** – Please provide or attach plot plan details.

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**VIII – SIGNATURE**

*Deposit of check representing the fee for this application does not constitute approval of or granting of same by Colleegeville Borough. I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his agent and we agree to conform to all applicable laws of Colleegeville Borough.*

**SIGNATURE OF APPLICANT** (Please print & sign)

\_\_\_\_\_ DATE \_\_\_\_\_

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**FEE** (See schedule)

\$ \_\_\_\_\_

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