

TOWN OF JACKSON- TETON COUNTY
TEMPORARY TENTS/MEMBRANE STRUCTURES
PERMIT APPLICATION



This application is for tents/structures that are greater than 120 sq. ft. and are erected for less than 180 days in a 365-day period. Please note that the days must be consecutive, and the entire structure must be removed prior to the 180th day. If the structure is attached to an existing structure, elevated deck or for more than 179 days in a 365-day period a Commercial Building Permit must be used, and the structure must meet the International Building Code Requirements.

INFORMATION TO BE PROVIDED BY APPLICANT – ALL BLANKS MUST BE FILLED IN AND ALL REQUIRED ELEMENTS MUST BE SUBMITTED

PROJECT:

Address: _____

Legal Description (Lot No., Block, and Tract): _____

APPLICANT/INSTALLER INFORMATION:

Property Owner: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Installer/Applicant: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Signature of Owner or Authorized Representative (Letter of Authorization Attached):

In order to be considered, please provide the following information with this application:

_____ **Dates of Use** - Please provide the date range the structure will be erected (i.e. Nov. 1 – March 30) and the total number of days. If using the structure between November 1st and May 15th you will be required to provide engineering for the snow load requirements.

_____ **Use of Structure** - Please provide a brief description of what the structure will be used for. If using for dining and/or food preparation, please complete a separate TC Health Department Application found on the Teton County Health Department website.

_____ **Proposed Seating** – Please provide the total number of seats both in the proposed structure and in existing indoor space.

_____ **Site Plan**- Please provide a site plan including: 1) location of temporary structure and all existing structures, 2) property lines, 3) adjacent structures, if located within 20 feet of the temporary structure and 4) any changes to existing parking.

- _____ **Floor Plan** – Please provide a floor plan including all interior dimensions, seating arrangements, aisles, occupant load, exiting requirements (2 exits required if there is 10 or more occupants), sinks & cooking appliances, lighting, heater locations, etc.
- _____ **Type of Structure**- Please provide the manufactures construction type. Flame resistant covering is required.
- _____ **Heating Source** - Please provide details of all proposed heating sources. Fuel fired heaters are not allowed in the structure, i.e. propane and natural gas, etc.
- _____ **Fire Department Review** – Please show compliance with all Fire Code requirements for temporary structures.
- _____ **Electrical Source** – Please submit a separate Electrical permit including: 1) Location of all electrical outlets (lighting, receptacle, equipment, and heat outlets) with pertinent branch circuit or feeder ampacity requirements, 2) circuit numbers and source location. If electric heat is installed, a load calculation is required. If more than one branch circuit is required, a feeder with a main disconnect and load center is required to feed all branch circuits is required.
- _____ **Restroom Locations** – Please provide the location of proposed and/or existing restrooms. Please note that if the existing restrooms are located more than 500 ft. from the structure, you will be required to provide portable restrooms.
- _____ **Code Requirements** – Please provide all Building Code Requirements including but not limited to Engineered Structural Loads, Snow Loads, Wind Loads, Hold Downs/Tie Downs, etc. If using the structure between November 1st and May 15th, you will be required to provide engineering from a Wyoming Licensed Engineer for snow load requirements.
- _____ **Exterior Lighting** – Please provide an Exterior Lighting Plan in conformance with Land Development Section Must meet the Land Development Regulations Section 5.3.1 Exterior Light Standards

Please allow a 2-week review period for your permit for first comments or acceptance. You will be notified when the permit has been accepted or you will be contacted if there is a deficiency or more information is required.