

City of Des Peres  
12325 Manchester Des Peres, MO 63131  
P: (314) 835-6130  
[permits@desperesmo.org](mailto:permits@desperesmo.org)



**APPLICATION FOR  
TEMPORARY TENT PERMIT**

APPLICANT: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

TENT INSTALLER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

DATE OF TENT INSTALLATION: \_\_\_\_\_ DATE OF TENT REMOVAL: \_\_\_\_\_  
ADDRESS OF INSTALLATION: \_\_\_\_\_

TENT TYPE: \_\_\_\_\_ # OF TENTS: \_\_\_\_\_

SIZE OF TENT(S): \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

**PUBLIC WORKS REVIEW:**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**FIRE MARSHAL REVIEW:**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

I hereby certify that the information in this application and accompanying documents are correct, and that I will conform to all applicable laws of the City of Des Peres.

Applicant Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Applicant's Name Printed: \_\_\_\_\_

THIS APPLICATION MUST BE ACCOMPANIED BY TWO (2) SETS OF SITE PLANS. INCOMPLETE APPLICATIONS OR PLANS WILL NOT BE REVIEWED BY THE DEPARTMENT. APPLICANTS MUST OBTAIN MECHANICAL, ELECTRICAL, PLUMBING AND STRUCTURAL PERMITS AS-NEEDED FROM THE ST. LOUIS COUNTY DEPARTMENT OF PUBLIC WORKS PRIOR TO INSTALLING TENT. COMPLETE REVERSE SIDE OF THIS APPLICATION.

## TENT, CANOPY OR MEMBRANE STRUCTURE GUIDELINES

- A permit is required for individual or multiple tent, canopy or membrane structures areas totaling 400 square feet or greater.
- Tent distance from property lines: 20'                      Other buildings/structures: 20'
- Must be flame-retardant material.
- Copy of flame-retardant certification must accompany permit application.
- Emergency vehicle accessible routes must be maintained.
- Fire extinguishers must be provided in each structure with a minimum rating of 2A:10BC.
- Fire extinguisher locations shall be clearly marked on the site plan and inside the tent structures.
- Enclosed tents shall comply with the currently adopted International Fire Code.
- Flammable containers and materials shall comply with the currently adopted International Fire Code.
- The permit card and flame-retardant certification shall be posted within the structure regulated herein. For multiple structures, the permit card shall be posted in a conspicuous spot within the structure nearest the main route of travel.
- Provide a site plan demonstrating:
  - All tent, canopy and/or membrane structure dimensions and locations.
  - Identify all adjacent structures on the property and the tent structure's distance from the adjacent structures.
  - Identify paths of egress.
  - Identify power supplies if they are provided.
  - Identify fuel sources if any are provided.
  - Identify all fire extinguisher locations with the structures.
  - Designate all fire hydrants on the site.
  - Indicate if tent will be installed on concrete, asphalt, grass, etc.
  - Provide an anchoring detail demonstrating structure anchoring to withstand a 90mph wind speed.
  - Indicate what number of parking spots will be temporarily unavailable do to tents.
- No Smoking signs shall be posted in all tent structures.
- Open flames kept a minimum of 20' away from structures.
- Electrical equipment, lighting, outlets, wiring, etc. shall bear a U.L. label or label from an approved testing laboratory and shall be installed in accordance with a St. Louis County electrical permit.
- The number and size of exits and egress components shall be based on the occupant load of the tent as determined by the tents use. All paths of egress to tent exits shall be maintained clear of obstructions at all times.
- Exits signs shall be clearly posted at each exit.
- Call Public Works and Fire Marshall for Final Inspections **prior to occupying** tent structure.
  - Public Works: 314-835-6130
  - Fire Marshall: 314-835-6235