

Applications for Plans
Review must be
submitted to:

**Plans Review &
Inspections Division**
City of Knoxville

400 Main St., Rm 505
Knoxville, TN 37902

Plans Review Fee
(due at submittal)
\$55.00

Tent Permit is \$50.00

Mailing Address:
P.O. Box 1631
400 W. Main St., Ste 505
Knoxville, TN 37901-1631
865-215-2999 Office
865-215-2627 Fax
865-215-4830 Inspection
Request line

Tents

Do I need a Tent Permit?

A tent permit is required for temporary structures that cover an area greater than four hundred (400) square feet (37.16 m²), including connecting areas or spaces with a common means of egress or entrance. Tent permits are issued for the use, erection, and maintenance of tents as authorized in Appendix B, Article V, Section 15 of the Knoxville City code.

What is a Tent? – Any structure, enclosure, or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects.

What type of permit do I need?

Tent Permit – Tents can be erected for no more than 15 days and no more than 45 per calendar year.

Annual Tent Permit – This permit allows for the extended usage of a tent throughout a calendar year without requiring multiple permits. Such Annual permit shall not authorize the use or maintenance of a tent for more than fifteen (15) consecutive calendar days or more than forty-five (45) total days per year and the tent must be set-up the exact same way (each time) as permitted.

What about City of Knoxville Special Events?

This policy is provided for **Tent Permits only**. This policy will not apply to tents erected in conjunction with a special event on city property and sponsored by the City of Knoxville Special Events Office. A written statement must be provided to the Inspections Bureau office, signed by the Special Events Office director, noting the start-finish dates, location, number of units and type of event, prior to the erection of any tent. Inspections will be made as deemed necessary by the Inspections and Fire Bureaus.

Plans Review Copies

All applicants will provide four (4) copies of a plot plan/survey of the property to be used, rented or leased.

Plans Review must include:

- All structures on the site,
- All parking spaces/driveways, and
- Proposed tent size and location.

The plan will be reviewed by Engineering, Parking, Zoning, Building, Electrical, Fire, Plumbing and Mechanical. Applicants must secure written approval from Metropolitan Planning Commission when located in RP1, RP2, and RP3; C-6; H-1; I-1; PC-1 and 2; and SC-1, SC-2 and SC-3 zoning districts.

Engineering

- Traffic flow effect on property
- Use of existing parking layout
- Other

Parking

- The tent cannot block required parking spaces. No additional parking is required for tent except for where tents are located on lots by themselves.
- Need to establish number of required spaces for existing building use when tent is located in parking area.
- Other

Zoning

- Tents must be on a lot (site) incidental to principle permitted use of site and the use must be accessory (similar type sales use as existing) to an existing legal use within the building. Form letter (or OK) from existing tenant that use is accessory to their business is required. Tents will not be permitted on a vacant lot (site). Exceptions for tents as provided by Article 5, Section 13 City of Knoxville Zoning Ordinance.
- Past permits for tents in calendar year (1/1 to 12/31) for the site (lot/parcel, not address) (for tents only 30 days per city lot and for only 120 days per city lot, not each business). If new tenant and lot have already used 30 days, check with the Chief Building Official.
- If planned zone, sign off by Metropolitan Planning Commission is required
- All district requirements
- Other

Building

- IBC Chapter 10, Interior layout (seating, aisles, exits, etc.)
- Call for inspection when ready to open for business. Note on review sheet.
- Note if for Tent in description line and dates of use.
- IBC Section 3102.3.1, Fire Retardant Certification
- Other

Electrical

- Electrical requirements (temporary) (cords) (generator)
- Other

Plumbing and Mechanical

- Plumbing requirements (temporary toilets or use existing tenant space toilets)
- Form letter OK from existing tenant that existing restrooms use are OK
- No permanent heat will be allowed. Temporary heat must be approved by Mechanical and Fire.
- Other

Fire

- All tents must comply with Chapter 31 of the 2012 International Fire Code.
- It is suggested that plans be submitted at least one month before intended use.
- Show on plans if structure will be a tent. If tent, show a minimum of 2 exits (minimum 6' each). Under no circumstances can a tent occupy more than 199 people without auxiliary generators or blowers.
- Submit site plan with measurements showing all structures on site and roadway surfaces from nearest city street to tent.
- Show floor plan of tent detailing use. If used for assembly with seating and tables, submit scaled floor plan of tent.
- In all tents over 400 square feet, a minimum 5 lb ABC fire extinguisher must be mounted and tagged.
- Tent must have certificate of flame resistance in accordance with NFPA 701 submitted with plans. Certificate dimensions must correlate with size of tent on plans. Certificate must also be on site while tent is in use.
- Post "No Smoking" signs at all exits.
- If heating or cooking is to be done, full details of all equipment under tent must be submitted for approval before use. All heaters in tent must be listed for use. If cooking produces smoke or grease laden vapors, a hood system with ventilation complying with 2012 IMC and NFPA 17A will be required and must be tested before use.

Issue of Permit

- Permit fee is \$50.00 for 45 day Tent Permit.
- Permit fee is \$250.00 for Annual Tent Permit.
- State actual number of days permit is for (start + finish = total days; this is used in calculating the 45 days for calendar year, January 1 to December 31).
- A single application may be used for multiple days in the same calendar year; however, a separate permit will be required for each consecutive period of time and each location unless the application is for an annual permit.
- A permit will not be issued for a future date of more than six (6) months.
- Multiple tents cannot be located on the same lot/parcel of land in the same calendar year in excess of permit limitations.
- The tent may be erected one day prior to the starting date noted in the permit.
- The tent shall be **completely removed** within one day of the ending date noted in the permit. **Violations** are subject to a **\$50.00 per day fine**.

TENT PERMIT INFORMATION

In order to secure a *temporary* permit for a tent within the City of Knoxville, please return the following to our office:

- This completed application form.
 - Three (3) copies of a plot plan/survey showing the property site, all existing structures, all parking spaces, all driveways, and the tent size and location.
 - Fees: Review fee is \$55.00.
Tent Permit Fee is \$50.00 (when approved)
- Please make checks payable to **City of Knoxville**. We also accept Visa, Mastercard, Discover and cash.

A separate permit is required for each period of time, up to a maximum of thirty (30) days per calendar year. This does not allow 30 days per business.

TENT PERMIT APPLICATION

Applicant Information	
Business Name (to which the tent is accessory)	
Business Address	
Purpose for the tent:	Dates the tent will be in place From: _____ To: _____
Electricity provided by: <input type="checkbox"/> Extension Cord <input type="checkbox"/> Temp Pole <input type="checkbox"/> No Power	
Toilet Facilities provided by: <input type="checkbox"/> Existing Building <input type="checkbox"/> Temporary Toilets	
Authorization of Business (to which the tent is accessory)	
I have reviewed the above and I am in agreement.	
_____	_____
Name (print)	Daytime Phone
_____	_____
Signature	Date
Authorization of Leasing Agent (if multi-business location)	
I have reviewed the above and I am in agreement.	
_____	_____
Name (print)	Daytime Phone
_____	_____
Signature	Date