

IAS and Safety Division/Permit Application Center
555 Liberty St. SE / Room 320 / Salem, OR 97301-3513
56 * baspac@cityofsalem.net

(For office use only)
Permit #:

the following translated in Spanish, please call 503-588-6256.
esita lo siguiente traducido en español, por favor llame 503-588-6256.

Work site location and information

Street address of tent/canopy	
Business name	
Use of Tent/Canopy	

People information

	Same as Applicant?	Name	Full Mailing Address	Phone Number and Email address
Applicant (person responsible for the permit)				
Property owner	Yes No			
Contact (person receiving correspondence)	Yes No			

Project information

Type of work	Tent Canopy COVID-19 temporary structure
Square footage of tent/canopy	
Date to be erected	
Date to be removed	

Fees

Permit fees (paid at application-)	
Special activity fee	
Processing fee	
Automation fee	
TOTAL PERMIT FEE	

Rules for tent/canopy use

- 1) Any tent, regardless of size, shall be flame retardant
- 2) All displays or other type of concession that use a heat/flame producing appliance shall be required to have a minimum of one 2A:10B:C fire extinguisher.
- 3) Hoods and ducts with automatic fire protection and portable fire extinguishers, as specified in the State of Oregon Structural Specialty Code, Mechanical Specialty Code and the Oregon Fire Code or as approved by the City of Salem Fire Chief, shall be required in the following circumstances:
 - a) All concession stands and tents over 400 square feet using deep fat fryers or fry grills inside;
 - b) All canopies over 700 square feet using deep fat fryers or fry grills inside.
- 4) Flammable or combustible liquids and LP-gas shall not be stored in a tent or canopy. They must be located outside of any tent or canopy.

Terms and conditions

Correct information: I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Copyright release for government entities: I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Indemnity: I, the permit applicant, shall indemnify, defend and hold harmless the City of Salem, its officers, employees and agents from any and all claims arising out of or in connection with work done under this permit.

Owner permission: I have the legal right or permission from any property owner whose property is affected by the work covered under this permit to: 1) enter the property; 2) perform the work covered under this permit; 3) leave structures on or in the affected property. The issuance of this permit shall not be construed as permission or a grant of a legal right to enter upon or remain on any property affected by the work covered under this permit.

Electronic signature certification: By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form. I agree (initials): _____

Authorized Signature: _____

Print Name: _____ **Date:** _____

Documentation requirements

The permit process includes a review of your electronic plans and materials.

1. **Plot plan**, drawn to scale on minimum size of 11x17 page, which includes the following:
 - 1.1. North arrow, scale,
 - 1.2. Lot dimensions showing setbacks from the tent/canopy to other structures, light standards and/or right of ways
 - 1.3. Layout of driveways, sidewalks and parking (no vehicle parking within 20 feet of tent/canopy).
2. **Proposed use.**
 - 2.1. Tent footprint including size of tent/canopy
 - 2.2. Layout of items in tent, e.g. tables, chairs, stages, etc.
 - 2.3. Exit locations including placement and width of exist aisles.
3. **Letter from property owner** granting permission
4. **Flame retardant certificate.**

Not using Internet Explorer (IE 11)?

Save the file to your computer and email to baspac@cityofsalem.net.