



Temporary Event

Requirements Checklist to erect or install a temporary tent or generator

REFERENCES: [Boulder Revised Code, Title 10 Structures](#)
[Boulder Revised Code, Title 9 Land Use Code](#)

SCOPE:

This checklist outlines the minimum documentation necessary to allow a permit application for a temporary tent or generator application to be taken in for review. Applicants may be required to submit additional information as necessary to clearly demonstrate compliance with all applicable codes. Please be advised that incomplete applications or plans that do not meet the submittal requirements will not be accepted for review.

For information on how to prepare an application for submittal, refer to the [Permit Application Guide](#). Use this checklist for applying on-line through the [Customer Self-Service Portal \(CSS\)](#).

► PROJECT INFORMATION

Project Address

► CONTACT INFORMATION

Applicant

Name	Company Name
Email Address	Phone Number

Owner / Authorized Agent for Owner

Name	Company Name
Email Address	Phone Number

Temporary Event Contractor

Company Name	License Number
--------------	----------------

► PERMIT DETAILS

Project Type		Generator Installation	
<input type="checkbox"/> Public	<input type="checkbox"/> Private	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Description of Scope of Work (<i>Identify scope of temporary event, including the date(s) of installation, if tents are enclosed or unenclosed, number and dimensions of tent(s). e.g., Installation of two 20' x 30' enclosed tents and one generator for the Summer Festival August 3rd - 4th, related to ADR2023-000XX.</i>)			

REQUIRED DOCUMENTATION (minimum requirements for submittal):

- Temporary Event Approval
 - For private property
 - Disposition of Approval from Administrative Review
 - Approved Site Plan
 - For public property
 - Approved Special Event Site Map
- Flame Resistance Certificate(s) (required for each proposed tent)

PERMIT EXEMPTIONS:

The following is a list of tents that are exempt from permit. **If your tent exceeds the threshold below, you will need to apply for a permit.**

- Tents – with walls
 - Not exceeding 400 square feet
- Tents – open on all sides
 - Not exceeding 700 square feet
 - Multiple open tents placed side by side, not exceeding 700 square feet

Please note: The City of Boulder will periodically adopt and amend updated versions of all Model Codes and the B.R.C. through public process. When this occurs, some of the items in this checklist may be changed or updated, and a new checklist should be obtained from the [Planning and Development Services Applications and Forms Database](#). This checklist applies only to the requirements of the 2018 IBC as amended, [Section 10-5-5](#) of the B.R.C., as it applies to structures covered by the scope and [Title 9](#) of the B.R.C., and is not a complete or exhaustive list of the requirements of any adopted Code, or of all elements which should be included in a plan set, nor does it contain complete information describing what your permit application must contain to demonstrate compliance with the IBC or the B.R.C. Please contact the [Planning and Development Services Center](#) for more information.