

Fire Prevention Inspection Fee Schedule  
 Resolution 2017-02  
 Effective August 2, 2017

SPECIAL PERMITS, TENTS, CANOPIES, AND TEMPORARY MEMBRANE STRUCTURES		
TYPE OF PERMIT	PERMIT FEE	DESCRIPTION
Tent Permit*	<b>\$50.00 for a single event</b> <b>\$100.00 for two or three events</b> <b>\$200.00 for more than three events</b>	This inspection fee is required to obtain a construction permit to construct a temporary structure with an area of 200 square feet or greater with more than 75% of the sides enclosed at a single location.
Canopy Permit*	<b>\$50.00 for a single event</b> <b>\$100.00 for two or three events</b> <b>\$200.00 for more than three events</b>	This inspection fee is required to obtain a construction permit to construct a temporary structure with an area of 400 square feet or greater with less than 75% of the sides enclosed at a single location.
Special Events*	<b>\$100.00 for a single occurrence</b> <b>\$200.00 for two or three occurrences</b> <b>\$400.00 for more than three occurrences</b>	This inspection fee is required to obtain a construction permit to construct multiple tents or canopies for a special event, farmers market, art fair, etc. Occurrence shall mean the number of set-ups that occur during a calendar year.
Temporary Membrane Structure	<b>\$200.00 per structure</b>	This inspection fee is required to obtain a construction permit to construct any temporary membrane structure. (regardless of size)
Fireworks	<b>\$200.00 for outdoor display</b> <b>\$200.00 for indoor display (proximate)</b> <b>\$200.00 for fireworks stand or sale</b>	This inspection fee is required to obtain a permit for the use or sale of explosive materials.
* Valid for 180 days during a one-year time frame from time of permit issuance.		



# Wellington Fire Protection District

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## APPLICATION FOR SPECIAL EVENTS & TENTS

Application Date \_\_\_\_\_ Event Date(s) \_\_\_\_\_

Event Name \_\_\_\_\_

Event Location \_\_\_\_\_ Sponsor \_\_\_\_\_

Onsite Emergency Contact \_\_\_\_\_ Telephone \_\_\_\_\_

Responsible Party \_\_\_\_\_ Telephone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

This application is for a permit to conduct a special event as required by Chapter 1, Section 105 of the International Fire Code. Special events include, but are not limited to: outdoor assembly event where planned attendance exceeds 50 persons; carnivals and/or fairs; liquid or gas fueled vehicles in assembly buildings; places of assembly; hazardous procedures (including open flames) within assembly occupancies; and/or multiple tents/canopies with a combined area in excess of 200 square feet for tents and/or 400 square feet for canopies.

### Permit Requirements:

- Completed application with a description of the event. The description shall include activities to be conducted, starting and ending times for the event, and date(s) of the event.
- A plot plan for the event.
- Permit fees will be based off the Fee Schedule.
- An inspection of the site, prior to start of the event, by a Wellington Fire Department Inspector.

Tents/Canopies (if applicable):

# \_\_\_\_\_ Dimensions \_\_\_\_\_ x \_\_\_\_\_ Square Feet \_\_\_\_\_

# \_\_\_\_\_ Dimensions \_\_\_\_\_ x \_\_\_\_\_ Square Feet \_\_\_\_\_

Total Square Feet \_\_\_\_\_

Description of event: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

**ATTENTION!** Starting the event without a posted permit or before inspection may result in additional fees or a delay in the event. An inspection should be scheduled after receiving approved plans and may require 48-hour notice. Permit application, permit card, and any special certification requirements must be available during the event.

Applicant Name (please print) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Please indicate the layout of any tents/canopies, including exits/paths of egress, stages, fueled vehicles/equipment, etc. Please note proximity to roads, rivers/streams, parking lots, and other structures. Show the proposed layout of tables, chairs, heaters, generators, propane tanks, etc., as they apply.