



Application for  
TENT OR CANOPY PERMIT



611 Mulberry Road, Suite 300  
Derby, KS 67037  
Phone 316-788-6632 / Fax 316-788-6067  
[www.derbyks.com](http://www.derbyks.com)

Fire Station #81 · 715 E. Madison Ave. · 788-3773  
Fire Station #82 · 1401 N. Rock Rd. · 788-5819

Date: \_\_\_\_\_

Date of structure set up: \_\_\_\_\_ Date structure to be dismantled: \_\_\_\_\_

Address where structure will be erected: \_\_\_\_\_

Location on property where structure is being erected: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Occupant Name: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Local Contact Person: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**STRUCTURE INFORMATION**

Structure dimensions: \_\_\_\_ (feet) by \_\_\_\_ (feet) = Total square feet: \_\_\_\_\_

Structure height: \_\_\_\_\_

Intended use of Structure: \_\_\_\_\_

**The sale of merchandise, goods or materials require a Temporary Use Permit Application**

Name of Vendor providing the Structure: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Will there be any electrical, lighting, heating, or cooking equipment located inside the structure? If "yes" please explain: \_\_\_\_\_

I certify the above information is true to the best of my knowledge. I agree to install and use the tent or canopy in accordance with the City of Derby requirements. I further certify that I have read the requirements provided with this application.

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fire Department Approval: \_\_\_\_\_

Date: \_\_\_\_\_

**DERBY FIRE AND RESCUE DEPARTMENT  
CANOPY OR TENT  
APPLICATION GUIDELINES**

Definitions:

Canopy. A structure constructed of fabric or a pliable material supported by any manner and is open without sidewalls or drops on 75 percent of the perimeter.

Tent. A structure constructed of fabric or pliable material supported by any manner and is enclosed with sidewalls or drops over 25 percent of the perimeter.

Guidelines:

1. The following tents or canopies do not require a permit; tents 200 square feet or less, canopies 400 square feet or less, tents used exclusively for camping purposes.
2. If the proposed use of the structure includes occupancy of 50 or more people, a detailed site plan and floor plan is required to accompany the application. This plan must show:
  - required exits
  - seating arrangement
  - location of any electrical, lighting, heating or cooking equipment
3. Tents over 300 square feet must have 2 exits that are readily distinguishable. The exits are required to be at least 36 inches wide and must remain open during operating hours regardless of weather conditions.
4. Tents and canopies are to be located 20 feet away from all lot lines, buildings, other tents or canopies.
5. Two fire extinguishers with a minimum rating of 2A10BC must be clearly visible.
6. Trash shall not be allowed to accumulate. Trash dumpsters must be at least 20 ft. away from the tent, support ropes or guy wires.
7. A 20 foot area around the tent or canopy must be maintained clear of vegetation and combustible material. Grass shall be mowed short in this area.
8. No parking within 20 feet of the tent, support ropes or guy wires. Parking areas, support ropes or guy wires shall be clearly represented by the use of cones, fencing or any material that is durable and clearly recognizable for its purpose.
9. Combustible material such as hay, straw or shavings shall not be located inside any tent or canopy except the materials necessary for the daily feeding or care of animals.
10. Smoking is prohibited and "No Smoking" signs shall be posted.
11. Open or exposed flame, fire, flammable liquid, gas, charcoal, or cooking devices shall not be permitted inside or within 20 feet of the tent or canopy unless approved by a fire department representative.
12. Structures must be completely set up with ALL signage, exits clearly marked, and fire extinguishers in place and inspected by a Fire Department representative before the structure can be occupied and used for its intended use.
13. Applications will not be accepted without a current copy of the "flame resistance certificate" for the specific tent or canopy and a site plan and floor plan drawing. The serial number on the tent/canopy must match the serial number on the certificate and the certificate must be legible. If serial numbers do not match, the tent may be required to be dismantled and removed.