

Seattle Fire Department Permit Application  
Code 3201 **Tent or Air-Supported Structure, Temporary**



- ☐ Tent only, no assembly permit required \$312.00 Code: 3201  
☐ Tent in association with City of Seattle Special Events permit \$312.00 Code: 3201CTY  
☐ Tent in association with valid SFD temporary assembly permit \* \$0.00 Code: 3201SFD

\*A temporary assembly application must be submitted with this application\*

TO BE COMPLETED BY PERMIT APPLICANT (PLEASE PRINT)

BUSINESS NAME:		
MAILING ADDRESS:		SUITE:
CITY:	STATE:	ZIP:
EVENT TITLE:		
EVENT ADDRESS:		
ASSEMBLY PERMIT HOLDER FIRM NAME:		
SET-UP DATE(S):	SET-UP TIME(S):	
EVENT DATE(S):	EVENT START TIME(S):	
CONTACT PERSON:	ON-SITE CONTACT:	
PHONE NUMBER: (       )	PHONE NUMBER: (       )	
E-MAIL ADDRESS:	E-MAIL ADDRESS:	
<b>SUPPLEMENTAL DOCUMENTATION MUST BE INCLUDED WITH THIS APPLICATION:</b> <ul style="list-style-type: none"><li>• TENT LAYOUT</li><li>• LETTER OF STRUCTURAL INTEGRITY</li><li>• CERTIFICATE OF FLAME RESISTANCE</li></ul> <b>Make check payable to CITY OF SEATTLE</b>		

Permit applications may be submitted in person weekdays from 8:00 a.m. to 4:30 p.m., or mailed to:

Seattle Fire Department  
Fire Marshal's Office – Permits  
220 Third Ave S, 2<sup>nd</sup> Floor  
Seattle, WA 98104-2608

To pay with a Visa or Master Card, email this application to us,  
**THEN EMAIL US TO BE PROVIDED AN ONLINE PAYMENT KEY**  
Tel: (206) 386-1450  
E-mail: [permits@seattle.gov](mailto:permits@seattle.gov)

**PAYMENT MUST ACCOMPANY ALL APPLICATIONS. PAYMENTS RECEIVED LESS THAN 30 DAYS PRIOR TO THE EVENT WILL BE ASSESSED A LATE FEE EQUAL TO 50% OF THE ORIGINAL PERMIT FEE. APPLICATIONS RECEIVED THREE OR FEWER BUSINESS DAYS PRIOR TO THE EVENT MAY NOT BE PROCESSED AND THE PERMIT MAY NOT BE ISSUED.**

**FMO OFFICE USE ONLY:**

Approved by:	Date:
<b>Permit cc:</b>	
<input type="checkbox"/> Cancel, refund requested (Approval attached)	<input type="checkbox"/> Cancel, no refund Reason: Initials:
Application ID#	Check No.: Receipt No.: