



Private \$50/
Public \$100 + \$50 per event
FEE
PAYABLE TO THE TOWN OF
NANTUCKET

Planning and Land Use Services

Building ▪ Health ▪ Historic District Commission ▪ Planning Board ▪ Zoning Board of Appeals

BUILDING DIVISION

TEMPORARY STRUCTURE (TENT) APPLICATION

***Each Tent Requires a Separate Application**

****SITE INSPECTIONS REQUIRE A MINIMUM OF 48 HOURS NOTICE**

*****Checklist of documentation to be submitted with this application**

1. TENT-SITE ADDRESS: _____ MAP/PARCEL: _____
2. PROPERTY OWNER NAME: _____ PHONE: _____
3. TENT CONTRACTOR: _____ PHONE: _____
4. TENT CONTRACTOR ADDRESS: _____
5. EVENT CONTACT PERSON: _____ PHONE: _____
6. EVENT NAME AND TYPE: _____
7. INSTALL DATE: _____ DATE TO BE REMOVED: _____
8. EVENT DATE(S): _____ EVENT TIME(S): _____
9. SIZE OF TENT: _____ 10. TOTAL # OF OCCUPANTS: _____
11. NUMBER OF EXITS: _____ 12. WILL TENT BE DECORATED? YES _____ NO _____
13. WILL FOOD BE COOKED OR HEATED UNDER THE TENT? YES* _____ NO _____
*IF YES, PLEASE INDICATE NUMBER AND SIZE OF PROPANE TANKS ON SITE: _____
14. WILL TENT BE ELECTRIFIED? YES** _____ NO _____ **WIRING PERMIT #** _____
15. APPROXIMATE COST: \$ _____

ADDITIONAL REQUIREMENTS FOR COMMERCIAL USE (OPEN TO THE PUBLIC)

16. OCCUPANCY USE GROUP: _____ 17. TOTAL # OF OCCUPANTS: _____
18. NUMBER OF EXITS: _____ 19. ARCHITECTURAL ACCESS BOARD REQUIREMENTS MET: _____

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as their authorized agent and we agree to conform to 780 CMR, Chapter 139 of the Code of Nantucket and all applicable laws of this jurisdiction.

SIGNATURE: _____ PERMIT # _____
Applicant

Building Inspector Signature Approved Date



780 CMR: STATE BOARD OF BUILDING REGULATIONS AND STANDARDS

THE MASSACHUSETTS STATE BUILDING CODE

1. The street address where the structure will be installed along with the assessor's map & parcel number.
2. The property owner of record where the structure will be installed and their contact phone number.
3. The name and contact phone number of the company installing the structure.
4. The address of the company installing the structure.
5. The event coordinator responsible for scheduling Building, Health and Fire Department Inspections. This person shall be present at the required inspections. Number listed shall be for the contact person's cell phone.
6. Name of the event and a brief description (eg. Benefit dinner and auction, craft or antique show, etc.)
7. The date structure will be set up and ready for inspection and when it will be removed from the site.
8. Event date(s) and hours of operation or estimated start/end time of the event.
9. The square footage of the foot print of the structure = (length x width)
10. The total number of occupants including guests and staff.
11. Based on the total number of occupants. See TABLE 2403.12.2 for specific requirements.
12. This includes decorative lighting, hanging decorations or other possible flammable material.
13. The Nantucket Fire Dept. & Health Dept. have requirements for the location and use of cooking devices.
14. Wiring permits are required for most commercial tents.
15. The total cost of the tent installation.
16. The use of the structure as defined by the Building Code, 780 CMR §3, the two most common uses are Use Group A (assembly) and Use Group M (mercantile).
17. The occupancy shall be based on 780 CMR 1004.1.1
18. A scaled floor plan of the structure showing the path of travel, the location & size of the exits – see TABLE 2403.12.2 & 2403.12.3 Exit openings from tents.
19. The Massachusetts Architectural Access Boards Regulations 521 CMR require all events open to the public be accessible this includes parking areas, all paths of travel, doors, seating areas, and temporary bathrooms.

A LOCUS & A SCALED SITE PLAN ARE REQUIRED FOR ALL APPLICATIONS AND SHALL INCLUDE THE LOCATION OF THE PROPOSED STRUCTURE AND ALL STRUCTURES ON THE LOT

NOTE – ADDITIONAL INSPECTIONS MAY BE REQUIRED

13. *If YES, you are required to schedule an inspection with the Health Department prior to occupancy; inspections can be scheduled by calling 508-325-7587, at least one week prior to the event.
14. **Electrical work must be performed by a licensed and permitted Electrical Contractor.
19. ***If more than 50 people, you are required to schedule and inspection with the Fire Department prior to occupancy; inspections can be scheduled by calling 508-228-2324 x2, at least one week prior to the event.