



TOWN OF LEICESTER
Office of Building and Code Enforcement
3 Washburn Square, Leicester MA 01524
Phone: 508-892-7003 Fax: 508-892-1163
www.leicesterma.org

Tent/Temporary Structure Permit Requirements

Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides which comply with **all of the following**:
 - 2.1 Individual tents having a maximum size of 700 square feet (65m²).
 - 2.2 The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3658mm), not exceeding 700 square feet (65m²) total.
 - 2.3 A minimum clearance of 12 feet (3658mm) to all structures and other tents.

If your tent requires a permit, please include the following information with your permit application:

1. A sketch showing location of tent(s) on the lot emergency egress points marked.
2. Flame Resistant Certificate- A certificate approved by an approved testing laboratory that indicates that the floor coverings, tents, bunting and combustible decorative materials and effects, membrane structures and their appurtenances, which include sidewalls, drops and tarpaulins, are composed of materials meeting the flame propagation performance criteria of NFPA 701. Alternatively, the materials shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701 for period specified by the permit. A copy should also be kept on the site the tent/temp. structure is located.
3. Liability Insurance Certificate
4. A plan showing tables and chairs including aisle widths (if applicable).
5. Tents with closed sides need emergency lighting and exit signs on plan.
6. Tents being used for cooking need site and floor plan showing fire extinguishers.

Please use the application on the next page to apply.



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Tent/Temporary Structure Permit Application

Date of Application: ___/___/___ Date to be Erected: ___/___/___

Date to be Removed: ___/___/___

Area of Tent/Temp. Structure: _____ sq ft Height: _____ Width: _____ Length: _____

Name of Applicant: _____ Phone: _____

Address of Applicant: _____

Applicant's Email: _____

Name(s) of Property Owner: _____ Phone: _____

Address of Property Owner: _____

Property Owner's Email: _____

Property Owner's Signature Indicating Consent: _____

Location of Tent/Temporary Structure: _____

Installer's Name: _____ Phone: _____

***By signing below, I hereby attest under the pains and penalties of perjury that all of the information contained in this application is true and accurate to the best of my knowledge and understanding.**

Applicant/Installer's Signature: _____

Approved by Building Commissioner/Inspector: _____

Permit Number: _____ Date Issued: ___/___/___ Fee: \$_____