

TENT OR OUTDOOR NON-SEASONAL MERCHANDISE SALE

PERMIT APPLICATION

CITY OF JANESVILLE - BUILDING DIVISION
 18 N. JACKSON STREET, P.O. BOX 5005
 JANESVILLE, WI 53547-5005

PERMIT # _____
 PARCEL # _____
 DATE _____

APPLICANT NAME & ADDRESS (COMPANY/ORGANIZATION)

CONTACT PERSON

TELEPHONE NUMBER & EMAIL ADDRESS

LOCATION OF TENT OR SELLER'S STAND (Property Address or City Park)

EVENT DATES (30 days maximum)

MAJOR USE (check one): Assembly-Gathering Fireworks Stand Outdoor Sale of Non-Seasonal Merchandise Other:

Fill out this section if a tent(s) will be used for your event.

Name of tent installation company: _____

Exterior dimensions:

Tent 1: _____

Tent 2: _____

Tent 3: _____

Total Area: _____ sq.ft.

Distance from the tent and the nearest:

BUILDING _____ ft.

DRIVEWAY _____ ft.

PARKING _____ ft.

Associated equipment:

Cooking	Yes / No
Generators	Yes / No
Trailer	Yes / No
Side Curtains on Tent?	Yes / No

Estimated number of occupants inside the tent: _____ (submit table/chair layout)

Attach a site plan showing the location and dimensions of tent(s) and event area.

NOTE: Tents installed on City-owned paved surfaces must be "self-supporting" installations and NO stakes may be driven into the hard surface.

TENT PERMIT

Type of Product(s) to be sold:

- Prepared foods (not pre-packaged) require a license from the Clerk's Office. Contact 608-755-3000.
- This application is NOT used for licensed food carts.
- For sidewalk sales, a 5' wide aisle path must be maintained for public access on the sidewalk.
- Attach a site plan showing the location and dimensions of the sales area, display tables and walkways.

*I understand only one **non-seasonal outdoor merchandise sales event** is allowed per year on my property and authorize the Applicant to hold this event for the current year.*

Property Owner Signature _____ Date _____

OFFICE USE Permit Fees	Plan Review Fee	_____
	Building Fees	_____
	Occupancy Fee	_____
	Total Fees: \$	_____

The applicant agrees to comply with the Wisconsin Administrative Codes and the City of Janesville General Ordinances and with the conditions of this permit understands that the issuance of the permit creates no legal liability, expressed or implied, on the City of Janesville. The applicant certifies the information submitted is accurate and agrees to allow Building & Development Services and Fire Department personnel the right to inspect the property for code compliance during normal business hours. The applicant states that he/she has the property owner's authority to execute this agreement and permit.

Signature of Applicant

Print or Type Name