



Temporary Structure Permit Application

Complete one form for EACH of the following: Tent(s) over 400 square feet or stage(s) / platform(s). For additional information and the required documentation, refer to the *Temporary Structure Permit Guide*. Email completed Permit Application Packet to the Environmental Health & Safety (EHS) at fls@okstate.edu, or fax to EHS at 405-744-7148.

SECTION 1 - EVENT CONTACT INFORMATION

Event Coordinator Name	Department/ Organization/ Sponsor	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Email Address	Phone Number	Cell Phone Number
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

SECTION 2 - EVENT INFORMATION

Name of Event	Date of Event	Start Time of Event		
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		
Purpose of Structure During the Event		Proposed Time for Site Safety Inspection		
<input style="width: 95%; height: 60px;" type="text"/>		<input style="width: 95%;" type="text"/>		
Nearest Building	Distance to Nearest Building / Structure (ft)			
<input style="width: 95%;" type="text"/>	North	South	East	West

SECTION 3 – STRUCTURE DETAILS

Type of Structure (Circle one:) Tent Platform Stage				
Name of Rental Company or Owner of the Structure			Emergency Phone Number	
<input style="width: 95%;" type="text"/>			<input style="width: 95%;" type="text"/>	
Structure Erected By	Structure Size- Including Anchoring Device (ft)			
<input style="width: 95%;" type="text"/>	Length:	Width:	Height (edge or sidewall):	
Method Used for Anchoring				
<input style="width: 95%; height: 20px;" type="text"/>				

SECTION 4 – COMPLETE FOR TENTS ONLY

Number of Sidewalks: <input style="width: 40px;" type="text"/>	Date Erected: <input style="width: 40px;" type="text"/>	Date Taken Down: <input style="width: 40px;" type="text"/>
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SECTION 5 – COMPLETE FOR TEMPORARY STAGE/PLATFORM ONLY

Manufacturer	Floor Load Rating (psf)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

SECTION 6 – PERMIT APPLICATION PACKET MATERIALS

In addition to Page 1 of this application, the following additional materials must also be submitted. Refer to the *Temporary Structure Permit Guide* for details.

Tent Packet:

Detailed site plan, including method of tie-down and/or anchorage, and location of surrounding buildings or structures.

Detailed floor plan with egress routes and exits shown (for tents with sidewalls), furniture/equipment arrangement, and any other additional equipment associated with the event.

Certificate of flame resistance (only for tents over 400 square feet).

Confirmation (e.g. email, statement, or markings) that OKIE Check and Facilities Management Customer Service Center have been contacted and all utilities are marked (only for tents that require stakes to be used for anchoring).

Temporary Stage/Platform Packet:

Detailed site plan including method of anchorage and location of surrounding buildings or structures.

Detailed floor plan with egress and exits shown and furniture/equipment arrangement

FOR OFFICE USE ONLY
Permit Application

_____Approved _____Rejected

Date Approved

OSU Code Official

Temporary Structure Inspection

_____Approved for Use _____Not Approved for Use

Date of Inspection

OSU Code Official