



Form intended to be filled out and submitted electronically.

**FAIRFAX COUNTY FIRE & RESCUE DEPARTMENT
OFFICE OF THE FIRE MARSHAL**

12099 Government Center Pkwy, 3rd Floor, Fairfax, VA 22035

Phone: 703-246-4803, TTY 711, Email: Fire.RevenuePermits@fairfaxcounty.gov

[OFM Homepage - https://www.fairfaxcounty.gov/fire-ems/fire-marshal](https://www.fairfaxcounty.gov/fire-ems/fire-marshal)



TEMPORARY TENTS

Application for Fire Prevention Code Permit (FPCP)

APPLICANT/RESPONSIBLE PARTY

Name: _____

Address: _____

Cell Phone: _____ Daytime Phone: _____

Date of Event: _____ Time of Event: _____

Address of Event: _____

Name of Event Facility: _____

Event Facility Owner / Representative / Contact Name: _____

Event Facility Phone: _____ Alternate Phone: _____

EVENT COORDINATOR

Name: _____

Phone Number: _____ Cell Phone: _____

TENT INSTALLER

Name: _____

Contact Person: _____

Phone Number: _____ Cell Phone: _____

Date/Time tent will be installed: _____

CATERER

Name: _____

Phone Number: _____ Cell Phone: _____

Expected number of attendees: _____

Time caterer will be ready for floor layout inspection: _____

OFFICE USE ONLY

A/P Number: _____ Other Permit(s): _____ Non-RUP / TSP Number _____

Conditions and Acknowledgements

The applicant is required to review and initial the following requirements. By initialing each item, the applicant acknowledges their review and agreement to comply with any listed requirements as expressed by the Fairfax County Fire Marshal's Office.

- 1) _____ THREE (3) copies of the following documents are attached:
_____ Site Plan
_____ Flame Resistant Certificate(s)
_____ Tent Content Layout
- 2) _____ The following permit applications or approvals are attached (if required):
_____ Building Permit
_____ Health Department
_____ Zoning Special Use
- 3) _____ No open flames, candles, devices emitting flame/heat, and/or any flammable or combustible liquids, gas, charcoal, or other cooking devices will be utilized without prior approval.
- 4) _____ Request for the use of open flames, candles, devices emitting flame/heat, and/or cooking devices and accompanying documentation are attached.
- 5) _____ All arrangements, conditions, and requirements are to be in accordance with *Virginia Statewide Fire Prevention Code* with respect to the installation, use, and occupancy of the temporary tent.
- 6) _____ Final approval of the temporary tent is based upon a plan review and fire marshal site inspection after setup on the day of the event.

By my signature below, I attest the above information is accurate and correct. I acknowledge and agree to comply with all applicable requirements of the *Virginia Statewide Fire Prevention Code* and applicable referenced standards even those codes and standards not specifically expressed on this application.

I also acknowledge that if a permit is issued based upon this application, it shall be valid only at the location listed on the application and for the specific date(s) and time(s) for which it is issued.

This application and attachments are submitted with the required permit fee of \$150 in the form of a check or money order payable to the **COUNTY OF FAIRFAX**.

If approved for permit issuance, I acknowledge that a copy of this application and all its attachments will be available on-site during the dates and times noted.

I further acknowledge and understand that any violations identified after permit issuance may result in immediate permit suspension or revocation.

Signature of Applicant

Date

Printed Name of Applicant