



CITY OF MANASSAS PARK

Department of Fire & Rescue

Station (703) 335-8845 • Fax (703) 335-8846
9080 Manassas Drive • Manassas Park, Virginia 20111

*Robert Gilmer
Fire Marshal*

Application shall be submitted to the MPFR FMO not less than **15 days prior** to the event.

FIRE PREVENTION PERMIT APPLICATION – TENT

Applicant/Responsible Party:

Applicant Name & Email: _____

Contact Name & Email: _____

Mailing Address: _____

City, State, Zip: _____

Telephone: (Day) _____ (Cell) _____

Date of Event: _____ Time of Event: _____

Date Requested for Fire Marshal Inspection: _____

Time Requested: _____

Address of Event: _____

Name of Facility: _____

Event Coordinator: (Fill in “N/A” if not applicable)

Business Name: _____

Contact Name: _____

Telephone : (Day) _____ (Cell) _____

Tent Company:

Business Name: _____

Contact Name: _____

Telephone: (Day) _____ (Cell) _____

Date & Time Tent Is To Be Erected: _____

Caterer:(Fill in “N/A” if not applicable)

Contact Name: _____

Telephone: (Day) _____ (Cell) _____

Time Caterer Will Be Ready for Floor Layout Inspection: _____

Payment Information:

Check Number _____ Amount Paid _____ Invoice Number _____

CONDITIONS & 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 Manassas Park Fire and Rescue, Office of the Fire Marshal.

1. _____ A COMPLETE application packet must be submitted prior to event. After receipt of complete packet, an inspection date/time may then be scheduled. (Any section that is “not applicable” should be indicated as such.)
2. _____ Set-up of the tent/s, including tables, chairs, etc., will need to be COMPLETE before a fire marshal inspection can take place, and a representative of the applicant needs to be present for the inspection.
3. _____ A copy of the following documents are attached:
 - a. _____ Site Plan
 - b. _____ Flame Resistant Certificate(s)
 - c. _____ Tent Content Layout (including scale in accordance with Code Compliance Guideline & Checklist)
4. The following City of Manassas Park Community Development Department permit applications or approvals or documentation that they are not needed are attached:
 - a. _____ Building Permit
 - b. _____ Zoning Special Use Permit
5. _____ No open flames, candles, devices emitting flame or heat or any flammable combustible liquids, gas, charcoal, or other cooking device will be utilized without prior approval.
6. _____ Request for the use of open flames, candles, devices emitting flame or heat or cooking devices and accompanying documentation are attached.
7. _____ All conditions and requirements are to be in accordance with Virginia Statewide Fire Prevention Code and the Fire Prevention Code of the City of Manassas Park pertaining to the above application.
8. _____ Final approval is based upon plan review and Fire Marshal inspection upon setup 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 federal/state/local laws, codes, ordinances, rules and regulations including but not limited to the requirements of the Virginia Statewide Fire Prevention Code and the Code of the City of Manassas Park and its referenced standards even those 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 dates(s) and time(s) for which it is issued.

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, revocation, or up to and including criminal charges.

Signature of applicant

Date