



City of McAllen
Health & Code Enforcement
311 N. 15th Street McAllen, TX 78501
Phone: 956-681-1900
Fax: 956-681-1918

Application for "Tent" (Sale, Revival, or Other)

Tents Over 120 sq. ft.

LOCATION OF TENT

Street Address: _____

Subdivision Name: _____

Legal Description: _____

Existing Zoning: _____

Existing Land Use: _____

Parking spaces required: _____

Parking spaces provided with Tent: _____

Date of Event: _____

Number of days of Event: _____

A SEPARATE APPLICATION IS REQUIRED FOR TEMPORARY SALES OF AGRICULTURAL PRODUCTS

Items submitted to Health & Code Enforcement:

CHECKLIST

- ☐ \$100.00 non-refundable filing fee.
- ☐ Certificate of Flame Resistance for Tent.
- ☐ Legal description and Site Plan of where the tent will be placed, showing street names, curbs cuts, dimensions, and north arrow.
- ☐ Letter from Owner to use of Property (Owner's Contact Information Required).
- ☐ Proof of Liability Insurance (\$250,000 per individual), (\$500,000) per occurrence).

Items submitted to Building Permits & Inspections:

- ☐ Temporary Pole, Electrical Permit Required (if applicable).
- ☐ \$26.00 Electrical Permit Fee plus \$2.00 for each unit.

APPLICANT

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____

OWNER OF PROPERTY BEING USED

Location: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____

OWNER'S SIGNATURE

I Certify that I am the actual owner of the property described above and this application is being submitted with my consent (include corporate name if applicable). I understand and intend to comply with all of the requirements as indicated on this application.

Signature: _____ Date: _____

MINIMUM REQUIREMENTS FOR TENT SALES PERMITS

Additional information may be required during the review to properly complete the permit process. Tent sales are prohibited within the Central Business District, on open, and or unimproved lots.

Building Permit & Inspections Department:

- ❖ If electrical service is needed, a Master Electrician must obtain an electrical permit.

Fire Department: (Must Call to Confirm Fire Inspection 956-681-2500)

- ❖ The tent must be constructed of fire retardant material. A Certificate of Flame Resistance must be provided.
- ❖ Exits must be marked appropriately.
- ❖ Fire Extinguishers must be provided, based on the square footage of the tent; as calculated by Fire Prevention Personnel.
- ❖ A \$50.00 non-refundable fee will be applied to each tent inspection.

Health & Code Enforcement:

- ❖ A container capable of holding all the trash generated must be provided onsite (dumpster, if applicable).
- ❖ A temporary food permit is required for any food sales. A \$50.00 non-refundable fee for the permit will be applied.
- ❖ Vacant lots require a portable restroom onsite.

Planning Department:

- ❖ All subdivision, zoning, and setback requirements must be met.
- ❖ Sanitary facilities must be provided to the site.
- ❖ Paved off street parking must be provided. If parking is on adjacent property, a parking agreement must be provided.

City Secretary: (for special events or mass gathering, if applicable)

- ❖ Proof of liability insurance must be provided.
- ❖ The length of the sale must be 30 working days or less.
- ❖ Security must be provided to the site at all times.

OFFICE USE:

Planning Signature: _____ Date: _____

Comments and/or Restrictions: _____ Approved: _____ Denied: _____

Inspections Signature: _____ Date: _____

Comments and/or Restrictions: _____ Approved: _____ Denied: _____

Health & Code Enforcement Signature: _____ Date: _____

Comments and/or Restrictions: _____ Approved: _____ Denied: _____

Accepted by: _____ Payment Received by: _____ Date Paid: _____

Comments: _____

