



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 APPLICATON 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: \_\_\_\_\_

\_\_\_\_\_

