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Tents Policy and Procedure (fireworks, special events, etc.)

This is to outline the steps to follow for the installation of temporary tents within the city Limits.

1. Obtain Privilege / Business licenses as a business owner within the City of London KY. (Typ. \$50)
2. Apply for tent site placement inspection.
 - 2.1. Submit tent application
 - 2.2. 811 confirmation
 - 2.3. Property owner's agreement with vendor
 - 2.4. Affidavit of assurances
 - 2.5. Site plan
 - 2.6. \$250 review and approval fee
3. Once approval is granted the tent can be erected and inspected.
4. The inspection will consist of verifying the following:
 - 4.1. Proper anchoring and tethering
 - 4.2. Exit Signs
 - 4.3. Emergency Lights (if applicable)
 - 4.4. Fire extinguishers
 - 4.5. Tent fabric fire safety information
 - 4.6. Location of overhead electric lines
 - 4.7. Location of generators, cooking equipment, propane cylinders etc.
5. Once the tent inspection has passed the building official or fire chief will complete a permit to be displayed within the tent
6. Tents may no longer be staked in the city limits and must utilize ballast systems for anchorage.
7. Tents that are erected without following the proper procedures will be required to close and additional fees may be assessed.