

HUMAN RESOURCES DEVELOPMENT

FORMS MANUAL

Subject: Tent Rentals

Section: 7.08

Issuance Status and Effective Date: Revised 11-17-10

When renting a tent, a Building Permit is required from the City of Hartford. To obtain a Building Permit, the following steps need to be completed:

- A building permit must be obtained from the City of Hartford's Department of Development services, Division of Licenses & Inspections.
- A floor plan showing the approximate areas for table(s) and chair(s), tent dimensions, and number of tents.
- State tent erection date and take-down date.
- The Name of the Tent Rental Company is required on the Building Permit Request
- A Certificate of Flame Resistance may be required.
- Cost will be calculated @ \$25.16 per 1000 square feet of tentage.
- A City Inspection may be required prior to any event.
- Make all building permits application fees payable to:
City of Hartford
260 Constitution Plaza
Hartford, CT, 06103
- Or a P-Card is acceptable.
- The building permit will be sent out within two weeks.

If you have any question, contact Lisa Condon @860-768-4007.