



Special Events Application for Temporary Structures

DevelopmentATX.com | Phone: 311 (or 512-974-2000 outside Austin)
For submittal and fee information, see austintexas.gov/digitaldevelopment

Section 1: Event Information

Event Name: _____

Event Address: _____

Description of Work:

Please note: A site and/or floor plan is required for all applications showing dimensions, walls, exits, width of exits, and location.

Section 2: Temporary Structure or Tent Information

What is the total square footage of the temporary structure or tent? _____

What is the intended use and occupancy of temporary structure or tent? _____

Is it located on a roof, balcony, deck or other structure? _____

Is it multi-story? Yes No

Will it obstruct exits? Yes No

Will it obstruct the fire sprinkler system? Yes No

What is the clearance from power lines? _____

Are decorations and tent materials verified NFPA 701 compliant? Yes No

Will after-hours inspection be required? Yes No

Please note: Any inspection scheduled outside of the hours of 7:00am – 3:30pm from Monday through Friday will incur additional after-hours fees at a minimum of 2 hours.

Onsite contact name and phone number: _____

Section 3: Applicant/Agent Information

Applicant Name: _____

Applicant Address: _____

Email: _____ Phone: _____

Section 4: User Information

Please note: Payee must create a user account by registering at [Austin Build + Connect \(AB+C\)](#).

Payee Name: _____

Company: _____

Email: _____ Phone: _____

Section 5: Submittal Verification

I understand that in accordance with the Land Development Code, non-compliance with designated code may be grounds to suspend or revoke a permit and/or license.

Signature (*Permittee or Authorized Agent*): _____ Date: _____

Name (*Printed*): _____