



City of Boulder, Planning & Development Services
 1739 Broadway, 3rd Floor, Boulder, CO 80306
 (303) 441-1880, www.boulderplandevlop.net

For Office Use Only	
Date Received	Permit Number

TEMPORARY EVENT PERMIT APPLICATION

To erect or install a temporary tent or generator

**Applications may be submitted in person at the Planning and Development Services Center.
 Incomplete applications will not be accepted. All application materials must be submitted together to be considered complete.**

Project Address	Event Title
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Applicant	Owner (for private property)
Name	Name
Company Name	Company Name
Address	Address
City State Zip	City State Zip
Phone	Phone
Email	Email
On-Site Contact (if different from Applicant)	Temporary Event Contractor
Contact Name	Name
Company Name	Company Name
Phone	License Number LIC-
Property Type (check one) <input type="checkbox"/> Public <input type="checkbox"/> Private	Phone
Does the event include generator installation (check one)? <input type="checkbox"/> Y <input type="checkbox"/> N	Email

Please provide the following information as applicable:

Administrative Review Case Number: <p style="text-align: center; font-size: 1.2em;">ADR</p>
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I certify that I have reviewed the temporary event permit requirements checklist and have provided the applicable requirements in my application materials. I agree to perform the work described herein, in accordance with the plans and/or specifications submitted, and with all provisions of the *Boulder Revised Code, 1981*.

 Applicant or Authorized Agent

 Date

 Property Owner's Signature

 Date

Requirements Checklist

This checklist outlines the minimum requirements necessary to process an application. Applicants may be required to submit additional information as requested. Incomplete applications will not be accepted for review.

Event approval documentation

- For private property
 - Disposition of Approval
 - Approved Site Plan
- For public property
 - Approved Special Event Site Map

Site plan or site map including the following information (printed to scale)

If a site plan has been approved through an Administrative Review, please submit the stamped plan.

- North arrow
- Property line(s)
- Location of public street(s)
- Location of all easement(s)
- Location of proposed tent(s)
- Location of proposed generator(s)
- Size of proposed tent(s)
- Egress locations for proposed tent

Tent Information

- Flame Resistance Certificate(s) for each proposed tent