

Please use the list provided below as a reference when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not ALL documents may be required.

Note: If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.

PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:

Site Plan: Drawn to scale to include setbacks from property lines, buildings, and how tent is secured to ground.

File name: SP-SPDwgs, SP-BoundarySur

Floor Plan: Show the setup beneath the tent, exit signs, no smoking signs, fire ex size and location, emergency lighting (if tent has sides).

File name: A-FloorPlan

Flame Retardant Certificate:

File name: AS-Flame Retardant Certificate

Contractor Record of Acknowledgement: This is required. [Contractor Record of Acknowledgement Form](#)

File name: AS-ContrRcdAck

Notice of Commencement: Required if the cost of work to be completed is over \$2,500. Not required for initial submittal but is required prior to the permit being ISSUED. [Notice of Commencement Form](#)

File name: AS-Notice of Commencement

Original Document Notary Public Affidavit: [Notary Affidavit Form](#)

File name: AS-NotaryAff

NOTES:

- All guy wires shall be marked with fluorescent tape or ribbon for visibility.
- The exposed portion of ground stakes shall be covered, either by wrapping the exposed section with material, or covering the exposed section with tennis balls to prevent individuals from becoming injured.