



Event Tent Checklist

Personal information collected on this form is collected under the authority of the Municipal Act, 2001, as amended, for the purposes of reviewing this application. Questions regarding the collection of personal information should be directed to the Municipality of West Perth, 169 St. David Street, PO Box 609, Mitchell, ON, N0K 1N0, telephone 519-348-8429 Clerk's Department.

Office Use Only

Date Submitted:

Received By:

Application Information

Full Name

Last

First

Event Date

MM/DD/YYYY

Function Type:

Public

Private

Tent Size

Length x Width

Do you own the tent that you are using?

Yes

No (Please fill out the tent rental information)

Tent Rental

Full Name

Address

Street Name & Number

P.O. Box

City

Province

Postal Code

Main Phone:

Email Address:

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The following is required in accordance with Municipality of West Perth's By-laws.

Building Permit Application

Fire Rating Certificate

Engineering Certificate

Fee: Cash, Debit or Cheque (Made out to the Municipality of West Perth)

Application Signature

It is your responsibility as the owner to ensure that either you or your rental company contacts the West Perth Building Department to request an inspection at least 24 hours prior to occupancy of the tent. For inspections, call 519-348-8429 ext. 230 between the hours of 8:30 a.m. and 4:30 p.m., Monday to Friday.

Your completed application will be reviewed by a West Perth Building Official to ensure that all required components are present. Be advised that we cannot issue a permit unless your application is complete.

I certify that the information contained in this application form is true to the best of my knowledge.

Applicant's Signature _____

Date _____

MM/DD/YY