



Permits & Inspections
Division
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www.cosatx.us/permits

PERMITS & INSPECTIONS
Permits & Inspections is a Division of the Department of Planning & Development Services

TENT PERMIT

When is a tent permit required?

A tent permit is required for any tent or canopy covering an area in excess of 120 square feet, with the exception of tents used exclusively for camping purposes. (Elsewhere in this handout, the term “tent” includes both tents and canopies.)

Examples of situations that may necessitate a tent permit include:

- Special events / community or fundraising events (such as the Spring Chicken Affair)
- Commercial “tent sale” events
- Large family gatherings (such as a family reunion)

Certain guidelines (addressed below) must be completed and inspections made by the building inspector and fire inspector before the tent is occupied.

What requirements must be fulfilled?

1. The tent must be securely anchored to the ground.
2. Grounds within and adjacent to tents shall be cleared of all grass, underbrush, or similar fire hazards.
3. Tent exits, aisles, seating, etc. shall conform to the requirements for places of assembly. All exits shall be kept free and clear of obstructions while the tent is occupied by the public.
4. Emergency lighting and lighted exit signs are required in some instances as determined by the fire inspector. All electrical work shall be accomplished and permitted by a licensed electrical contractor.
5. The tent must be placed at or behind the established front setback which is generally a minimum of 25 ft. from the front property line (not the curb). The tent must be placed a minimum of 12 ft. from any existing buildings.
6. Approved fire extinguishers shall be provided in every tent having a floor area of more than 500 square feet.
7. An unobstructed passageway or fire road not less than 12 ft. wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents unless otherwise approved by the fire inspector.
8. A Certificate of Flame Spread for the tent is required; this can be obtained from the tent rental company or the tent manufacturer.

What is the process to obtain a tent permit?

- Bring 1) a completed permit application (which can be found on our website under Departments and Services – Building Permits and Inspections – Information, Handouts and Forms), 2) the required Certificate of Flame Spread (mentioned above) and 3) three (3) site plans of the property showing the location of the tent(s).

Hours of Operation: 8 AM - 12 PM & 1 PM - 5 PM

No payments or permit issuance can be made after 4 PM due to accounting constraints.

- The permit generally can be issued in minutes following review from both Permits & Inspections and Fire Prevention divisions. The building and fire inspections can also be scheduled during this visit.
- Once the permit has been issued, the tent can be erected and the building and fire inspections usually occur the afternoon that the tent is erected.
- This review is based upon applicable codes of the City of San Angelo and does not relieve the architect, engineer, or contractor from complying with all federal, state, and local rules and regulations that may not have been covered or mentioned.
- No application will be approved for placement of a tent to exceed forty-five (45) calendar days.