

**INSTRUCTIONS FOR MAKING APPLICATION FOR PLACEMENT OF
TEMPORARY COMMERCIAL TENTS OR OTHER SIMILAR STRUCTURES**

The owner or his/her authorized agent shall file the application in the Department of Planning and Development, 723 West Markham, Little Rock, Arkansas, 2nd Floor. The application shall consist of the following documents and/or information, which shall be submitted at the time of filing.

1. Applicant will submit to Plans Development Administrator an application for use placement. The submittal shall include a photo or graphic depiction of the proposed structure, a survey of the existing site with all buildings shown or a detailed site plan by a design professional (with dimensions). The site plan/survey shall be submitted in four (4) copies.
2. The payment of a filing fee in the amount of \$60.00 when the application is submitted. This fee may be applied to an appeal if the request is denied.
3. The application shall also quantify his/her project by the submittal of a written request. The information shall include, but not be limited to: floor area; structure height(s); number of parking spaces required and number of spaces displaced; hours of operations; and number of employees.
4. Appeals from the actions of the staff shall be filed with the Little Rock Board of Adjustment at 723 West Markham, 1st Floor, 371-4790.

*****IMPORTANT*****

Approval of a temporary structure is limited to thirty (30) days with no more than four (4) such events allowed at any location within a calendar year (total of one hundred and twenty (120) days). If you, the applicant, feel that more than one hundred and twenty (120) days will be required; you must submit your hardship to the Board of Adjustment for the next available docket. Failure to do so could result in prosecution should your structure be on site after the one hundred and twenty (120) days has expired.



City of Little Rock

Department of Planning and Development

723 West Markham Street

Little Rock, Arkansas 72201-1334

Phone: (501) 371-4790 Fax: (501) 399-3435 or 371-6863

**Planning
Zoning and
Subdivision**

TENT CHECKLIST

- Written approval from the Little Rock Zoning Division is required. Contact Romie Price at 371-6821 or Debra Stafford at 918-531.
- The tent material must meet the flame resistance as per Section 3902.3 and NFPA 701. A certification form obtained from the Little Rock Fire Department must be filled out and submitted. Contact Tony Rhodes 918-3757 with any questions.
- Tents are required to comply with the provisions of Chapter 39 in the 1997 Arkansas Fire Prevention Code.
- One 2-A type fire extinguisher is required for every tent between 500-1000 square feet, additional extinguishers are required for each additional 200 square feet or fraction thereof as per Section 3903.2.
- No smoking signs are required to be posted as per Section 3901.2.
- All heating and cooking equipment is required to be installed as per the Mechanical Code and must be approved by the Fire Marshall.
- Electrical permits and inspections are required for all electrical work.
- All weeds and flammable vegetation within 35 feet must be removed as per Section 3902.7.
- Tents require an exit width of six feet. Two exits are required for an occupant load up to 199 persons. Three exits are required for an occupant load from 200 to 499 persons as per Table 3902.4.4.
- After the issuance of the permit and the setting up of the tent the applicant is responsible to contact the Fire Marshall for final inspection. Call Tony Rhodes at 918-3757.

Tent Permit Procedure

The following is the review and procedural outline for placement of temporary tents or other structures on privately owned commercial sites.

- A. Applicants will submit to Plans Development Administrator a written request for the use placement. The request shall consist of a photo or graphic depiction of the structure with dimensions; plus a survey of the existing site with all buildings shown or a detailed site plan by a design professional. The application shall be submitted in four (4) copies.

The payment of a filing fee is required in the amount of **\$38.00** and is nonrefundable. This fee may be applied to an appeal.

This application shall be forwarded to Building Codes, Traffic, and Fire Department for review and approval

- B. The applicant shall quantify his/her project by the submittal of a written request. The information shall include, but not be limited to: floor area; structure height(s); number of parking spaces required and number of spaces displaced; hours of operations; and number of employees.
- C. Staff review will cease at the filing date/time when one of the following circumstances exist:
1. The chosen site is not zoned C-2, C-3 or C-4.
 2. The chosen site is less than ½ acre in area.
 3. The chosen site contains an existing freestanding ancillary structure, building, or tent containing a business.
 4. The structure fails to comply with district building setback standards.
 5. The tent is proposed for placement on a site which does not contain an existing permanent building.
 6. Residential use is proposed for any portion of the structure.
- D. The staff shall review the site for:
1. Vehicle access to a public street.

2. Circulation conflicts on and off site, whether created by the intended or existing business.
 3. Utility access and easement conflict.
 4. Total parking needs of the chosen site, which shall not be reduced below ordinance requirements by the placement of the tent.
 5. Structural integrity of the tent.
 6. Pedestrian safety.
 7. Signage
 8. Noise, dust, odor, smoke or other noxious emissions.
 9. Certification of approval by State Health Department
 10. Provisions of sanitary facilities.
- E. The following conditions shall be placed on the approval of applications.
1. Approval of permit to locate shall run with permit holder and shall not run with the land or be transferable.
 2. The permit authorizes the use to occupy the site for a period not to exceed one hundred and twenty (120) days. Not more than four (4) thirty (30) day events are allowed per year. Each event to be permitted separately. Permits may be revoked for violation of permit standards.
 3. The use is limited to a single module structure. No multi-sectionals are permitted.
 4. The ground coverage by the tent shall not, when added to the other open sales display, exceed the allowable for the zoning district.
 5. The site may not be fenced with opaque materials
 6. Free standing signs are prohibited.

7. No Sign Ordinance prohibited signs are allowed.
 8. No banners, pennants or wind driven devices are allowed.
- F. The staff shall, after completion of its review, approve, deny or conditionally approve the application. The action shall be noted in the case file along with other staff comment.
 - G. The staff shall maintain a file system for permanent record to be retained in the Plans Development Administrator's office.
 - H. Appeals from actions of the staff shall be filed with the Board of Adjustment.



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**APPLICATION FOR PLACEMENT OF TEMPORARY COMMERCIAL TENTS OR
 OTHER SIMILAR STRUCTURES**

APPLICANT (OWNER OR AUTHORIZED AGENT)

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

NAME OF BUSINESS: _____

PROPOSED LOCATION: _____

DESCRIPTION OF OPERATION: _____

APPLICANT SIGNATURE: _____

DATE: _____

EMAIL: _____

FOR OFFICE USE ONLY

PROPERTY IS ZONED: _____

PROPOSED APPLICATION IS: **APPROVED** _____ **DENIED** _____

PROPOSED APPLICATION IS SUBJECT TO CONDITIONS: _____

PROPOSED USE IS DENIED BECAUSE: _____

PLANS DEVELOPMENT ADMINISTRATOR

**NOTE: APPLICANT HAS THE RIGHT TO APPEAL A DENIED APPLICATION TO THE
 LITTLE ROCK BOARD OF ADJUSTMENT.**

LITTLE ROCK FIRE DEPARTMENT APPLICATION FOR PERMIT/PERMISSION TO ERECT TENT

(Application in Compliance with Ordinance #6760)

Contact Name:			Contact Phone Number:		
Name of individual or business:			Address where tent will be erected:		
Date when tent will be erected:	Number of Tents	Are plans and specifications Included with application? Yes No			
Approximate distance to nearest building			Have all canvas, curtain, cloth, rope, and decorative materials been flame-proofed? Yes No		
By whom was the flame-proof test made? (Please Attach Copy)			Date of flame-proof test:		
Date of last waterproofing:	Are seats and materials of Wood flame-proofed? Yes No		Height of seat-tiers: (If applicable)		
Form of illumination provided (if any)			Are wiring conductors of the approved type? Yes No		
Intended use of tent:			Seating Capacity (approx.):		
Tent Size	# of Exits	# of Entrances	Location of Entrances		
Are all exits plainly designated as such? Yes No			Types of exits light used (if any):		
Are emergency lighting facilities used? Yes No			If so, What Type?		
Are "No Smoking" signs prominently displayed? Yes No			Are receptacles conveniently located at entrances for the disposal of cigarettes, Cigars and fire ashes? Yes No		
What type of film is being used, if any:			Are fire extinguishers provided? Yes No		
Number of fire extinguisher provided:			Type of fire extinguishes provided:		

The undersigned agree that no gasoline will be stored, transferred, or used within the confines of the tent for which this permit is issued.

Date _____ Applicant's Signature _____

Approved By: _____
Little Rock Fire Department Fire Marshal's Office