



City of Monroe – Canopy Permit Submittal Requirements (For Temporary Tents, Canopies and Membrane Structures installed for less than 180 days)

NOTE: Tents 200 ft² and less and Canopies 400 ft² and less are exempt.

DEFINITIONS:

Tent - temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

Temporary Membrane Structures – air-inflated, air-supported, cable or frame-covered structure as defined by the Building Code, which is erected for less than 30 days and not otherwise defined as a tent, canopy or awning.

Temporary Structure – non air-supported structure which is portable to the extent that it is moved on-site and used for commercial purposes in a temporary manner. The term temporary structure under this permit shall include temporary membrane structures.

Canopy – temporary structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

SUBMITTAL REQUIREMENTS

1. Complete a City of Monroe permit application.
2. Provide (2) two copies of a site plan to indicate the proposed tent, canopy or temporary structure location, and show all locations of and distances to:
 - A. Buildings
 - B. Parking areas
 - C. Proposed parking areas
 - D. Property lines
 - E. Other tents, canopies or temporary membrane structures
 - F. Exits
 - G. Generators
 - H. Indicate the period of use: beginning and ending dates
3. Exits shall be located such that all points are 100 feet or less from an exit. The minimum number of exits shall comply with Table 2403.12.2 of the International Fire Code (IFC).
4. Smoking shall not be permitted in tents, canopies and temporary membrane structures or in adjacent areas where hay, straw, sawdust or any other combustible materials are stored or used. NO SMOKING signs shall be conspicuously posted.



Canopy Permit Submittal Requirements – Page 2

5. Open flames and devices capable of igniting combustible materials shall not be used in or adjacent to the tent, canopy or temporary membrane structure.
6. Fire extinguishers shall be provided as follows:
 - 0-500 square feet: One 2A:10BC
 - 501-1000 square feet: Two 2A:10BC
 - Each additional 2000 square feet requires one additional 2A:10BC
7. An approved fabric certification shall be provided with the following information:
 - A. Identification of the tent, canopy or temporary structures, size & fabric type.
 - B. Date the tent, canopy or temporary structure and other flammable materials were last treated with flame retardant solution.
 - C. Trade name and type of solution utilized in flame-retardant treatment.
 - D. Name of persons and firm treating materials.
8. Guy wires, guy ropes and other means of support shall not cross a means of egress at a height less than 8 feet.
9. Exit illumination and signs shall be provided as required by the Fire Prevention Division.
10. The arrangement of seating areas and aisles are subject to approval of the Fire Prevention Division.
11. Any weeds, flammable vegetation, hay, straw, trash and other flammable materials shall be removed from the area occupied by the tent and from areas adjacent to or within 30 feet of the tent.

The information provided herein shall not be construed to permit violation of any City, State or Federal laws. After permit issuance, call 360-805-0338 to schedule an inspection prior to occupancy. If you have questions, you may contact the Fire Prevention Division between the hours of 7 a.m. and 4:00 p.m., Monday through Friday.



FOR OFFICE USE ONLY
Permit #(s) _____
Date _____

MONROE FIRE DEPARTMENT
 163 Village Court • Monroe, WA 98272
 Phone: (360) 794-7666 • Fax: (360) 794-0959

COMMUNITY DEVELOPMENT / ENGINEERING
 806 West Main Street • Monroe, WA 98272
 Phone: (360) 794-7400 • Fax: (360) 794-4007

CITY OF MONROE – Combined Permit Application

Permit Submittal Hours Monday through Friday:

Building, Fire & Land Use permits: 9:00 am – 12:00 pm & 2:00 pm – 4:00 pm
 Engineering permits: 8:00 am – 5:00 pm

- | Building | Engineering | Fire | Land Use |
|--|--|---|---|
| <input type="checkbox"/> Building (new construction) | <input type="checkbox"/> Engineering Review | <input type="checkbox"/> Fire Alarm | <input type="checkbox"/> Accessory Dwelling Unit |
| <input type="checkbox"/> Commercial T/I | <input type="checkbox"/> Fencing | <input type="checkbox"/> Fire Sprinkler | <input type="checkbox"/> Boundary Line Adjustment/Lot Consolidation |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Grading | <input type="checkbox"/> High Piled Storage | <input type="checkbox"/> Conditional Use |
| <input type="checkbox"/> Garage/Carport | <input type="checkbox"/> Retaining wall | <input type="checkbox"/> Hood Suppression | <input type="checkbox"/> Rezone |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Rockery | <input type="checkbox"/> Spray Booth | <input type="checkbox"/> Shoreline Substantial Develop. |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Right of Way Disturbance | <input type="checkbox"/> Tents & Canopies | <input type="checkbox"/> Short Plat |
| <input type="checkbox"/> Residential Remodel | <input type="checkbox"/> Special Flood Hazard Area | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Sign | <input type="checkbox"/> Utility Service | | <input type="checkbox"/> Planned Residential Develop. |
| <input type="checkbox"/> Other _____ | | | <input type="checkbox"/> Variance |
| | | | <input type="checkbox"/> Other _____ |

****Please note that all required Electrical Permits will be issued by the Dept. of Labor & Industries.***

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location: _____
 Size of site (acre/square feet): _____
 Assessor's Tax Parcel Number (14 digits): _____

Applicant: _____ Phone # (____) _____

*Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Property Owner: _____ Phone # (____) _____

**Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

ATTACH A SEPARATE SHEET FOR ADDITIONAL PROPERTY OWNERS/ADDITIONAL ADDRESSES

***Applicant:** By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf.

****Property Owner(s):** By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.



Combined Permit Application - Page 2

Contractor: _____ Phone # _____

Fax #: _____

Contractors License # _____ Exp Date _____

Mailing Address _____

Contractor's Bond Company: _____

Contractor's Bid Amount or Project Cost (labor and materials): \$ _____

Detailed description of proposal/work: _____

Lending Institution for project (if applicable): _____

FOR OFFICE USE ONLY

Permit Fee: _____

Other Fees: \$ _____