



# TOWN OF OLD SAYBROOK

## Building Department

302 Main Street  
Old Saybrook, CT 06475  
(860) 395-3130

### Tent Permitting Checklist

#### **BUILDING:**

- [Building Permit Application](#) (*filled out entirely and signed*)
- Corresponding Permit Fee Payment [Click here to view our permit fee schedule.](#)
- Sketch showing the approximate location of proposed tent. Please find your property on [MapGeo](#), and sketch approximate location of tent on top of map.
- A copy of the tent rental company's Certificate of Liability Insurance
- A copy of the tent rental company's Contracting License
- Certificate of Flame Resistance (*generally provided by the tent rental company*).

#### **FIRE:**

- [Fire Marshal Permit Application](#) (*filled out entirely and signed*)
- \$50 Fire Permit Fee
- Sketch showing the approximate location of proposed tent. Please find your property on [MapGeo](#), and sketch approximate location of tent on top of map.
- A copy of the tent rental company's Certificate of Liability Insurance
- A copy of the tent rental company's Contracting License
- Certificate of Flame Resistance (*generally provided by the tent rental company*).

**\*\* Please include the size of the proposed tent and the date of your event on both Fire and Building applications.**

**\*\* Both applications can be dropped off at the Building Department.**

**\*\* We require two separate checks for your Building Application and Fire Application.**