



Tent Permit Application City of Southaven Building Department

8710 Northwest Drive
Southaven, MS 38671
TEL: (662)-393-4639
FAX: (662)-280-6534

buildingdepartment@southaven.org

For Office Use Only:

- ☐ Check # _____
☐ Credit AC _____
☐ Cash [Y/N]

GENERAL/CONTACT INFORMATION:

APPLICANT NAME _____ DATE _____

APPLICANT ADDRESS _____

CONTACT PHONE # _____ CONTACT EMAIL _____

OWNER/OCCUPANT [IF DIFFERENT FROM APPLICANT] _____

CONTRACTOR NAME [IF DIFFERENT FROM APPLICANT] _____

**** PLEASE NOTE: IF PURPOSE OF TENT IS FOR ASSEMBLY OR COOKING OPERATIONS IT WILL BE REQUIRED TO BE INSPECTED AND APPROVED BY THE FIRE DEPARTMENT BEFORE USE.**

PROJECT INFORMATION:

PROJECT ADDRESS _____

SUDVISION [IF APPLICABLE] _____ LOT # [IF APPLICABLE] _____

BEGINNING DATE OF EVENT _____ ENDING DATE OF EVENT _____

CITY OF SOUTHAVEN EVENT TENT COLOR: PLEASE SELECT ALL THAT ALL THAT APPLY BELOW:

☐ WHITE ☐ BLACK ☐ GRAY ☐ BLUE ☐ TAN

☐ ANY COLOR **NOT** SHOWN ABOVE **OR** ANY MULTI-COLORED TENTS MUST BE APPROVED BY PLANNING & DEVELOPMENT DEPARTMENT [SPECIFY HERE]: _____

Permits are valid for one [1] week. Businesses will be allowed four [4] permits annually.

All permit applicants are responsible for contacting the City of Southaven Planning & Development Department by phone for further information related to required setbacks and regulations [662-393-0111].

APPLICATION FEE: MARK ALL THAT ARE APPLICABLE BELOW:

☐ UP TO 1,600 SQ. FT.: \$45.00 [_____ TENT SQ.FT.] ☐ UP TO 4,000 SQ. FT.: \$65.00 [_____ TENT SQ.FT.]

☐ GREATER THAN 4,000 SQ. FT.: \$95.00 [_____ TENT SQ.FT.]

****allowed in C-3 and C-4 districts with permission from Department of Planning & Development ONLY.**

APPLICATION FEE TOTAL: \$ _____

DATE _____ APPLICANT NAME [PRINT] _____

APPLICANT NAME [SIGNATURE] _____