TENT OR OUTDOOR NON-SEASONAL MERCHANDISE SALE PERMIT APPLICATION

CITY OF JANESVILLE - BUILDING DIVISION
18 N. JACKSON STREET, P.O. BOX 5005
JANESVILLE, WI 53547-5005

PERMIT # _____
PARCEL # _____
DATE _____

APPLICANT NAME & ADDRESS (COMPANY/ORGANIZATION)	CONTACT PERSON	TELEPHONE NUMBER & EMAIL ADDRESS

LOCATION OF TENT OR SELLER'S STAND (Property Address or City Park)	EVENT DATES (30 days maximum)

MAJOR USE (check one): □ Assembly-Gathering □ Fireworks Stand □ Outdoor Sale of Non-Seasonal Merchandise □ Other:

TENT PERMIT

Fill out this section if a tent(s) will be used for your event.

Name of tent installation company: _____

Exterior dimensions:
(Any tent larger than 200 sq.ft. must be listed here.)

Tent 1: _____
Tent 2: _____
Tent 3: _____
Total Area: _____ sq.ft.

Distance from the tent and the nearest:
BUILDING _____ ft.
DRIVEWAY _____ft.
PARKING _____ft.

Associated equipment:

Cooking	Yes / No
Generators	Yes / No
Trailer	Yes / No
Side Curtains on Tent?	Yes / No

Estimated number of occupants inside the tent: _____ (submit table/chair layout)

Attach a site plan showing the location and dimensions of tent(s) and event area.

NOTE: Tents installed on City-owned paved surfaces must be "self-supporting" installations and NO stakes may be driven into the hard surface.

OUTDOOR NON-SEASONAL MERCHANDISE

Type of Product(s) to be sold:

- Attach a site plan showing the location and dimensions of the sales area, display tables and walkways
- This application is NOT used for licensed food carts.
- For sidewalk sales, a 5' wide aisle path must be maintained for public access on the sidewalk.

*I understand only one **non-seasonal outdoor merchandise sales event** is allowed per year on my property and authorize the Applicant to hold this event for the current year.*

_____ _____
Property Owner Signature Date

OFFICE USE Permit Fees

Plan Review Fee	_____
Building Fees	_____
Occupancy Fee	_____
Total Fees: $	_____

The applicant agrees to comply with the Wisconsin Administrative Codes and the City of Janesville General Ordinances and with the conditions of this permit understands that the issuance of the permit creates no legal liability, expressed or implied, on the City of Janesville. The applicant certifies the information submitted is accurate and agrees to allow Building & Development Services and Fire Department personnel the right to inspect the property for code compliance during normal business hours. The applicant states that he/she has the property owner's authority to execute this agreement and permit.

_____ _____

Signature of Applicant	Print or Type Name