

Fire Prevention Inspection Fee Schedule
 Resolution 2017-02
 Effective August 2, 2017

SPECIAL PERMITS, TENTS, CANOPIES, AND TEMPORARY MEMBRANE STRUCTURES		
TYPE OF PERMIT	PERMIT FEE	DESCRIPTION
Tent Permit*	\$50.00 for a single event \$100.00 for two or three events \$200.00 for more than three events	This inspection fee is required to obtain a construction permit to construct a temporary structure with an area of 200 square feet or greater with more than 75% of the sides enclosed at a single location.
Canopy Permit*	\$50.00 for a single event \$100.00 for two or three events \$200.00 for more than three events	This inspection fee is required to obtain a construction permit to construct a temporary structure with an area of 400 square feet or greater with less than 75% of the sides enclosed at a single location.
Special Events*	\$100.00 for a single occurrence \$200.00 for two or three occurrences \$400.00 for more than three occurrences	This inspection fee is required to obtain a construction permit to construct multiple tents or canopies for a special event, farmers market, art fair, etc. Occurrence shall mean the number of set-ups that occur during a calendar year.
Temporary Membrane Structure	\$200.00 per structure	This inspection fee is required to obtain a construction permit to construct any temporary membrane structure. (regardless of size)
Fireworks	\$200.00 for outdoor display \$200.00 for indoor display (proximate) \$200.00 for fireworks stand or sale	This inspection fee is required to obtain a permit for the use or sale of explosive materials.
* Valid for 180 days during a one-year time frame from time of permit issuance.		



Wellington Fire Protection District

8130 3rd St. PO Box 10 Wellington, CO 80549
Phone: 970-568-3232 Website: www.wfpd.org

APPLICATION FOR SPECIAL EVENTS & TENTS

Application Date _____ Event Date(s) _____

Event Name _____

Event Location _____ Sponsor _____

Onsite Emergency Contact _____ Telephone _____

Responsible Party _____ Telephone _____

Mailing Address _____ Zip Code _____

This application is for a permit to conduct a special event as required by Chapter 1, Section 105 of the International Fire Code. Special events include, but are not limited to: carnivals and/or fairs; liquid or gas fueled vehicles in assembly buildings; places of assembly; hazardous procedures (including open flames) within assembly occupancies; and/or multiple tents/canopies with a combined area in excess of 200 square feet for tents and/or 400 square feet for canopies.

Permit Requirements:

- Completed application with a description of the event. The description shall include activities to be conducted, starting and ending times for the event, and date(s) of the event.
- A plot plan for the event.
- Permit fees will be based off the Fee Schedule.
- An inspection of the site, prior to start of the event, by a Wellington Fire Department Inspector.

Tents/Canopies (if applicable):

_____ Dimensions _____ x _____ Square Feet _____

_____ Dimensions _____ x _____ Square Feet _____

Total Square Feet _____

Description of event: _____

Hours of operation: _____

ATTENTION! Starting the event without a posted permit or before inspection may result in additional fees or a delay in the event. An inspection should be scheduled after receiving approved plans and may require 48-hour notice. Permit application, permit card, and any special certification requirements must be available during the event.

Applicant Name (please print) _____

Applicant Signature _____

Please indicate the layout of any tents/canopies, including exits/paths of egress, stages, fueled vehicles/equipment, etc. Please note proximity to roads, rivers/streams, parking lots, and other structures. Show the proposed layout of tables, chairs, heaters, generators, propane tanks, etc., as they apply.