
FIREWORK PERMIT CHECKLIST



BELOW IS A LIST OF REQUIRED DOCUMENTS PRIOR TO RECEIVING FIREWORK TENT PERMITS. PLEASE ENSURE **YOU HAVE ATTACHED ALL DOCUMENTS LISTED**, ALONG WITH APPLICATION. APPLICATIONS **WILL NOT** BE PROCESSED WITHOUT ALL ITEMS LISTED BELOW.

- APPLICATION
 - STATE FIREWORKS PERMIT
 - CITY PRIVILEGE LICENSE (FINANCE & REVENUE \$400 FEE)
 - CERTIFICATE OF INSURANCE
 - TENT FLAME SPREAD SHEET (CURRENT YEAR CERTIFICATE-**NO COPIES**)
 - SITE PLAN (LOCATION AND SIZE OF TENT ON PROPERTY)
 - LEASE AGREEMENT
 - PORTA-POTTY INVOICE
 - SIGN RENDERINGS
-

Temporary Sign/Structure Application

TEMPORARY SIGN/STRUCTURE APPLICATION JURISDICTION OF CLARKSVILLE, TENNESSEE (PLEASE PRINT INFORMATION LEGIBLY) The applicant shall provide the below information. If you have more than three locations to permit please advise the code enforcement officer when requesting an application. We will provide a supplemental form for you.

Date	Number Of Locations	Total # of Signs
		Total # of Structures / \$100 Each

Permit Fee(s) \$	Event	Notes:
Election / Temporary Sign / Temporary Structure		
HISTORICAL		
CBID		
CBD		
IF ELECTION CANDIDATES NAME / ADDRESS / CONTACT NUMBER		

LOCATIONS	NAME OF BUSINESS	TAX MAP/PARCEL	ZONE	# SIGNS

Person Requesting Permit	Address	Phone #
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Contractor	Address	Phone #
10 Days / 30 Days / Permanent	DATES	Sign/Tent Sq. Ft. / Dimensions
FOR CODES USE ONLY	/ / / TO / / /	
Pole / Ground / Wall / Other (Circle One)	Additional Sites YES / NO (Circle One)	Initials of CEO
(FOR SIGN USE)	(SEE ATTACHED LIST)	(FOR OFFICE USE ONLY)

PLEASE SEE BACK PAGE FOR ADDITIONAL SIGN / TEMPORARY STRUCTURE INFORMATION/REQUIREMENTS

- | | |
|---|--|
| Required For Structure/Sign <input type="checkbox"/>

<input type="checkbox"/> Site Plan (See Back Section A-1) | <p style="margin: 0;">May Be Required For Temporary Structures</p> <input type="checkbox"/> Flame Spread Certificate (See Back Section C-1)
<input type="checkbox"/> Sanitary (Handicap) Facilities Required (See Section C-2)
<input type="checkbox"/> Copy of Business, Tax, or Peddlers License (See Section C-3)
<input type="checkbox"/> Written Permission From Property Owner To Use Site (See Section C-4) |
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THE APPLICANT ATTESTS THEY HAVE PERMISSION OF PROPERTY OWNER FOR USE OF PROPERTY. IT SHALL BE THE CONTRACTOR/PERMIT HOLDER(S) RESPONSIBILITY TO COMPLY WITH REQUIRED SETBACKS. PERMIT MUST BE SIGNED FOR IN PERSON & APPROPRIATE FEES PAID AT THE TIME OF ACTUAL ISSUANCE OF THE PERMIT. THIS PERMIT MAY BE REVOKED AT ANY TIME WITHOUT NOTICE

Name of Applicant (Please Print) _____

Signature of Owner, Contractors or Authorized Agent _____

Building Codes Department
Code Enforcement Division
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