



**TEMPORARY STRUCTURE PERMIT APPLICATION**

If applicable, complete one form for EACH of the following: any stage or platform and tents over 400 square feet. For additional information, refer to the Temporary Structure Permit Guide, available on ehs.okstate.edu. Email the completed permit application to fls@okstate.edu or fax it to (405) 744-7148.

<b>EVENT CONTACT INFORMATION</b>			
<b>Event coordinator:</b>		<b>Department/organization/sponsor:</b>	
<b>Email address:</b>		<b>Phone number:</b>	
<b>EVENT INFORMATION</b>			
<b>Name of event:</b>		<b>Date of event:</b>	<b>Start time of event:</b>
<b>Purpose of temporary structure:</b>		<b>Proposed time for site safety inspection:</b>	
<b>Nearest building:</b>		<b>Distance to nearest building/structure (ft):</b>	
		<b>North:</b>	<b>South:</b>
		<b>East:</b>	<b>West:</b>
<b>STRUCTURE DETAILS</b>			
<b>Type of structure:</b>		<b>Tent</b> <input type="checkbox"/>	<b>Platform</b> <input type="checkbox"/>
		<b>Stage</b> <input type="checkbox"/>	
<b>Name of rental company or owner of structure:</b>		<b>Emergency phone number:</b>	
<b>Structure erected by:</b>		<b>Structure size including anchoring device (ft):</b>	
		<b>Length:</b>	<b>Width:</b>
		<b>Height:</b> (edge or sidewall)	
<b>Method used for anchoring:</b>			
<b>FOR TENTS ONLY</b>			
<b>Number of sidewalls:</b>		<b>Date erected:</b>	<b>Date removed:</b>
<b>FOR STAGES AND PLATFORMS</b>			
<b>Manufacturer:</b>		<b>Load rating (psf):</b>	

## PERMIT APPLICATION PACKET MATERIALS

The following materials must also be submitted for approval for the use of temporary structures. Refer to the Temporary Structure Permit Guide for details.

### TENT PACKET REQUIREMENTS:

- Detailed site plan including the method of tie-down and/or anchorage and location of surrounding buildings or structures.
- Detailed floor plan with egress routes and exits shown (for tents with sidewalls), furniture/equipment arrangements, and any other additional equipment associated with the event.
- Certificate of flame resistance.
- Confirmation that OKIE Check and Facilities Management Customer Service Center have been contacted and all utilities are marked for tents that require anchoring stakes.

### STAGE/PLATFORM PACKET REQUIREMENTS:

- Detailed site plan including method of anchorage and location of surrounding buildings or structures.
- Detailed floor plan with egress routes and furniture/equipment arrangement details.

## FOR OFFICE USE ONLY

### Permit Application

Approved \_\_\_\_\_

Rejected \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
OSU Code Official

### Temporary Structure Inspection

Approved \_\_\_\_\_

Rejected \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
OSU Code Official