

MEGAN BARRY  
MAYOR

NASHVILLE FIRE DEPARTMENT  
FIRE PREVENTION BUREAU



**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**

63 HERMITAGE AV  
NASHVILLE, TN 37201  
(615) 862-5230

July 21, 2016

To whom it may concern:

This letter is to inform you that any time you are participating in an event that you will be using temporary structures such as a tent and/or propane gas as a method for cooking on public or private property, you are required by law to obtain a required permit form the Nashville Fire Prevention Office. Below you will see the codes that are used that supports the requirement for obtaining a permit.

**105.1.1 Permits required.** Any property owner or authorized agent who intends to conduct an operation or business, or install or modify systems and equipment which is regulated by this code, or to cause any such work to be done, shall first make application to the *fire code official* and obtain the required permit.

**105.6.27 LP-gas.** An operational permit is required for:

1. Storage and use of LP-gas.  
**Exceptions:** A permit is not required for individual containers with a 500-gallon (1893 L) water capacity or less or multiple container systems having an aggregate quantity not exceeding 500 gallons (1893 L) serving occupancies in Group R-3.
2. Operation of cargo tankers that transport LP-gas.

**105.6.43 Temporary membrane structures and tents.** An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 400 square feet.

**Exceptions:**

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides, which comply with all of the following:
  - 2.1 Individual tents having a maximum size of 700 square feet
  - 2.2 The aggregate area of multiple tents placed side by side without a fire break clearance of not less than 12 feet shall not exceed 700 square feet total
  - 2.3 A minimum clearance of 12 feet to structures and other tents shall be provided.

Please note that if you are found in violation by using a temporary structure or cooking with propane without a proper permit, you are subject to being issued a citation and given a court date. At that time you will be responsible for court cost including court fees and additional fees from our office before you will be issued any other permits to be used in Davidson County. If you have any questions, please contact our office.

Andrea Eanes, Assistant Fire Marshal

CC: Quinetta Bartley, Deputy Fire Marshal  
Billy Deering, Deputy Fire Marshal  
Steve Holt, Fire Marshal



Permit # \_\_\_\_\_

**Nashville Fire Department**  
63 Hermitage Avenue - P.O. Box 196332  
Nashville, TN 37219-6332  
Phone: 615-862-5230 Fax: 615-862-5236  
Email: [FMOPermits@nashville.gov](mailto:FMOPermits@nashville.gov)

Applications Taken Monday thru Friday 7:30 A.M. to 2:00 P.M.  
Please make sure form is complete

**Propane Application**  
**Fee \$25.00**

Date: \_\_\_\_\_

TO FIRE MARSHAL:

I (or) we hereby apply for a Permit to use \_\_\_\_\_ LPG tanks @ \_\_\_\_\_ lb. each at the  
(How many) (What size)  
site mentioned below on the specified date. Each tenant is to comply with NFPA 58 pertaining to the use and  
storage of LPG tanks. Provide one 40BC fire extinguisher to comply with IFC 2012 Edition & NFPA code 10.

Name of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Physical Address of where Event is: \_\_\_\_\_

Date Inspection Can Be Performed: \_\_\_\_\_ Time Inspection can be performed \_\_\_\_\_

Inspections are normally done during work hours from 9:00 am till 2:00 PM if it can't be done during these hours  
please specify the latest time your propane will be ready for inspection.

Event Date Starts \_\_\_\_\_ Time Event Starts \_\_\_\_\_ Ending Date: \_\_\_\_\_

It is hereby expressly agreed that Applicant will comply with all requirements as prescribed in Ordinances  
of Municipal Code of Nashville, Tennessee, pertaining to and governing such operations.

\_\_\_\_\_  
Applicant/Company

\_\_\_\_\_  
Applicant Signature /Print

\_\_\_\_\_  
E-Mail Address (Print)

\_\_\_\_\_  
Date of Inspection

\_\_\_\_\_  
Emergency Phone #

\_\_\_\_\_  
Inspection Made By

\_\_\_\_\_  
Applicant's Address,

\_\_\_\_\_  
Date Inspected

\_\_\_\_\_  
City State Zip Code

**NOTE: A minimum of three working day's notice (after application for tent is made) is required to receive tent inspections. All applications must be paid by 3:00 pm 3 working days before event. Any inspection that has to be repeated because the Propane was not ready by the prescribed time above will be charged an additional fee of \$25.00. All Propane being used without a permit application will be charged a triple fee of \$75.00.**



Permit # \_\_\_\_\_

NASHVILLE FIRE DEPARTMENT  
BUREAU OF FIRE PREVENTION

63 Hermitage Avenue  
P.O. Box 196332  
NASHVILLE, TN 37219-6332  
615-862-5230 – PHONE 615-862-5236 – FAX

[FMOPermits@nashville.gov](mailto:FMOPermits@nashville.gov)

Applications Taken Monday thru Friday 7:30 A.M. to 2:00 P.M.  
Please make sure form is complete

Date Requested: \_\_\_\_\_

TENT PERMIT APPLICATION  
Fee \$25.00

APPLICANT: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

EMERGENCY PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

To Fire Marshal:

I / we hereby apply for a permit to erect a tent(s) located at:

Name of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Physical Address of where Event is: \_\_\_\_\_

Size & No. of Tents \_\_\_\_\_

Date Inspection Can Be Performed: \_\_\_\_\_ Time Inspection can be performed \_\_\_\_\_

Inspections are normally done during work hours from 9:00 am till 2:00 PM if it can't be done during these hours please specify the latest time your tent will be ready for inspection.

Event Date: \_\_\_\_\_ Time Event Starts \_\_\_\_\_ Ending Date: \_\_\_\_\_

**NOTE:** A minimum of three working days notice (after application for tent is made) is required to receive tent inspections. All applications must be paid by 3:00 pm 3 working days before event. Any inspection that has to be repeated because the tent was not erected by the prescribed time above will be charged an additional fee of \$25.00. All tents erected without a permit application will be charged a triple fee of \$75.00.

It is hereby expressly agreed that applicant will comply with all requirements listed below as prescribed in ordinances of the Municipal Fire Code of Nashville, Tennessee, pertaining to and governing such operation.

Failure to comply with these requirements may lead to the permit being revoked and a citation being issued that may require an appearance by you in court.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permission Granted By

\_\_\_\_\_  
Date

**NOTE**

All tents, canopies and membrane structures shall comply with the requirements set forth in chapter 31 of the 2012 edition of the International Fire Code.

**Smoking under any tent is strictly prohibited.**

**Anchorage required.**

Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

**This does not relieve the applicant of the responsibility of obtaining permits required by any other Metro or State agency.**



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### Credit Card Payment Form

Company Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Receipt mailed to this address

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Type of Credit Card:

Visa  MasterCard  Discover  American Express

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

This authorizes the Nashville Fire Department to charge amount stated below for the processing of permit fees. This authorization will be a one time use for this permit(s) only.

Amount Charging: \_\_\_\_\_

Type of Permit:  Tent  Propane  Special Event  Pyro

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Processed By

\_\_\_\_\_  
Date

A 2.30% fee will be charged to all credit and debit card transactions. This fee is collected by a third party processor. Metro does not receive any portion of that fee.