Nashville Fire Department
Fire Marshal's Office

Permit Requirements
For
Special Events

Nashville Fire Department
Fire Marshal's Office
63 Hermitage Avenue
P.O. Box 196332
Nashville, TN 37219-6332
Phone: 615-862-5230
Fax: 615-862-5236
www.nashfire.org

July 25, 2014
The Nashville Fire Department Fire Marshal’s Office requires permits for certain items that are typical with a special event. Items that require permits include but may not be limited to:

**Tents & Canopies**
- Tents (with sides) greater than 200 sq. ft.
- Canopies (w/out sides) greater than 400 sq. ft.
- Set-up diagrams are required on tent/canopies larger than 20’ x 20’
- Tents placed closer together than 12’ become classified as one tent.

**LPG**
- Use of liquid gases for cooking, warming, etc.

**Pyrotechnics**
- Use requires permits from the State Fire Marshal’s Office as well as the Nashville Fire -Marshal’s Office.

**Special Event Fire Watch**
- When square footage under a tent would allow for 300 or more occupants.
- 1st Avenue closures/Riverfront Park
- Restricting access from buildings or tents
- If deemed necessary by the Fire Marshal after review of your event.

**Site Diagram**
- Site diagrams are not required to be to scale, but must provide a legend/labels and include dimensions of tents, distances between tents, locations where cooking will take place and placement of all other stationary items (e.g. food trucks, fencing/bike rack, stages etc).

- All permit applications and fees must be submitted to the Fire Marshal’s Office no less than 3 working days prior to your event. (More advanced notice is greatly appreciated.)
- Those applications and fees are accepted between the hours of 7:30am & 3:00pm, Monday thru Friday at our headquarters office located at 63 Hermitage Avenue, Nashville, TN 37210.
- We accept Checks (payable to the Nashville Fire Department) or Credit/Debit Cards. **As of May 15, 2014 we are no longer accepting cash as payment for the purchase of permits.**
- If you would prefer and have the time to mail in those applications and checks, you may send those to our mailing address. Our mail goes through a central office please allow 10 days for mail to arrive in this office.
- Applications & Credit Card forms may be faxed to 615-862-5236.
- Vendors that set up without the proper permits or are not ready for inspection at the set inspection time are subject to additional fees and/or citations.

**Fees**
- Tents/Canopies $ 25.00
- LPG $ 25.00
- Pyrotechnics $175.00 per show
- Special Event Fire Watch $ 50.00 per hour

Permit Applications are available on-line at http://www.nashville.gov/Fire-Department/Services-Division/Fire-Marshall-Office/Special-Events.aspx