



# City of McAllen

## Planning Department - (956) 972-7050





### APPLICATION FOR TENT ( SALE REVIVAL OTHER )

**Location of tent**



Street Address \_\_\_\_\_  
 Subdivision Name \_\_\_\_\_  
 Legal Description \_\_\_\_\_  
 \_\_\_\_\_  
 Existing Zoning \_\_\_\_\_ Existing Land Use \_\_\_\_\_  
 Parking spaces required \_\_\_\_\_ Parking spaces provided with tent \_\_\_\_\_  
 Date of event \_\_\_\_\_ Number of days of event \_\_\_\_\_

A SEPARATE APPLICATION IS REQUIRED FOR TEMPORARY SALES OF AGRICULTURAL PRODUCTS

#### Items submitted to City Secretary

-  \$50.00 non-refundable filing fee
-  Certificate of Flame Resistance for the tent
-  Legal description and Site Plan of where the tent will be placed, showing street names, curb cuts, dimensions and North arrow
-  Proof of Liability Insurance (\$250,000 per individual) (\$500,000 per occurrence)

#### Items submitted to Building Permits & Inspections

-  \$23.00 Electrical Permit Fee plus \$1.50 for each circuit
-  \$70.00 Deposit for Site Clean Up

**Applicant**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Owner of property being used**

Location \_\_\_\_\_  
 Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Owner's Signature**

I certify that I am the actual owner of the property described above and this application is being submitted with my consent (include corporate name if applicable). I understand and intend to comply with all the requirements as indicated on this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Notary Public State of Texas County of Hidalgo

Office  
Rev. 10/02

Accepted by \_\_\_\_\_ Payment received by \_\_\_\_\_ Date \_\_\_\_\_

**Minimum Requirements for Tent Sale Permit**

Additional information may be required during the review, to properly complete the permit process. Tent sales are prohibited within the Central Business District and on open, unimproved lots.

**Building Permits & Inspections Department**

- If electrical service is needed, a Master Electrician must obtain an electrical permit.
- A deposit of \$70 is required for all permits, and returned upon a requested inspection, to insure that the area has been left clear.

**Fire Department**

- The tent must be made of fire retardant material. A Certificate of Flame Resistance must be provided.
- Exits must be marked appropriately.
- Fire extinguishers must be provided, based on the square footage of the tent; as calculated by fire prevention personnel.

**Health Department**

- A container capable of holding all the trash generated must be provided on the site.
- A temporary food permit is required for any food sales. For less than 10 employees the fee is \$25. For more than 10 employees the fee is \$50. Permits are valid for 14 days.

**Planning Department**

- All subdivision, zoning and setback requirements must be met.
- Sanitary facilities must be provided to the site.
- Paved off street parking must be provided. If parking is on adjacent property, a letter of permission must be provided.

**City Secretary**

- Proof of liability insurance must be provided.
- The length of the sale must be 20 working days or less.
- Security must be provided to the site at all times.

**Office Use**

Comments \_\_\_\_\_  
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