



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100  
FAX (763) 755-8923 • WWW.CI.ANDOVER.MN.US

## TEMPORARY STRUCTURE PERMIT APPLICATION

No application fee. All information requested on this application is required. Failure to include any required information will result in denial of the permit application. Please submit the application at least two weeks before the structure is scheduled to allow staff the time to review the application and issue the permit.

**This application must include the following:**

- **A drawing showing the location of the proposed structure, etc. on the property.**
- **Plans showing any proposed utilities for the structure (ie. water, electricity)**
- **Plans or a scaled drawing of the proposed structure(s) including dimensions.**
- **Answers to the supplemental questions. Attach additional documentation if necessary.**

Business Applying for Permit: \_\_\_\_\_

Temporary Structure Location Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

Description (type of event) of Temporary Structure Use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Dates of Temporary Structure: Install/Erect date \_\_\_\_\_ Removal date \_\_\_\_\_

Applicant's Name (Contact Person): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

**Supplemental Questions are required to be completed on the next page.**

**The Supplemental Questions are required to be completed:**

1. Will this outdoor event include liquor? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, an Outdoor Event permit is required. You will need to contact the City Clerk to discuss the liquor license.

2. Will there be entertainment: Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, who?

\_\_\_\_\_

3. How many people do you expect: \_\_\_\_\_ Explain your proposed method for dealing with Crowd control (indoors and outdoors, if applicable).

\_\_\_\_\_  
\_\_\_\_\_

4. Will there be a Stage? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, what is the size of the stage (include this on the drawing)? \_\_\_\_\_

And Who is setting up the stage? \_\_\_\_\_

5. Is the proposed structure a tent or a hard structure (explain the material): \_\_\_\_\_

6. Dimensions of the tent/structure: \_\_\_\_\_

7. Who is providing the tent/structure? \_\_\_\_\_

8. Who is setting up the tent/structure (include their name and contact information)?

\_\_\_\_\_

9. Will the tent/structure be open on all sides? Yes: \_\_\_\_\_ No: \_\_\_\_\_ (If yes, explain:)

\_\_\_\_\_  
\_\_\_\_\_

10. Will you be using any tables and/or chairs ( If yes, include them on the drawing)?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, How many? \_\_\_\_\_

**Additional Information:**

11. Will there be any of the following?

- Bar areas? Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, include on the drawing.
- Any cooking areas: If cooking – Fire extinguishers.

Areas of concern: Please also include the following items on the drawing and a detailed explanation on additional paper if necessary.

12. Posts and ropes for the tents.

13. Fire Department Access Roads in and around the building.

14. Blocking of the Fire Department Connections.

15. Exiting locations, etc.

*This section will be completed by the staff at City Hall.*

Staff Review/Approval Signatures

Planning Department: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Building Department: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Fire Department: \_\_\_\_\_ Date Approved: \_\_\_\_\_

*Note: Approval by the City Council and City Clerk is required for an outdoor event and/or conditional use permits.*

City Council: \_\_\_\_\_ Date Approved: \_\_\_\_\_

City Clerk: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Comments/conditions of approval/ inspection(s) required:**

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