



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
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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. Provide engineering diagrams where necessary (e.g. ballast for tent structures).
- 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: _____ Email _____

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

The following supplemental questions are required to be completed:

1. Is the structure associated with an outdoor event that includes liquor? Yes:____ No:____

If YES, an Outdoor Event permit is required. Please contact the City Clerk to discuss the liquor license and Outdoor Event Permit.

2. Will there be entertainment: Yes: _____ No: _____ If yes, which acts?

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, include on site plan.

What is the size of the stage? _____

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 site plan.

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 ensure the following items are included in the site drawing and provide 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. Entrance and Exit locations

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:



TENNESSEN WARNING

In connection with your request for a license the City of Andover has asked that you provide information about yourself which is classified as either *private* or *confidential* by the Minnesota Government Data Practices Act (M.S.A. 13.04). Accordingly, the City is required to inform you of the following:

1. The private or confidential information requested includes, but may not necessarily be limited to, the following: *Your social security number or Minnesota business identification number.*
2. The purpose and intended use of the information requested is: *To comply with Minnesota Statutes, Section 270.72.*
3. You are required to supply the requested information.
4. The known consequences of supplying the requested information are as follows: *Loss or denial of the requested license if you owe the State of Minnesota delinquent taxes, penalties or interest.*
5. The known consequences of refusing to supply the requested information is: *Your request for a license cannot be processed.*
6. The following persons and entities are authorized by law to receive the information if provided: *State of Minnesota – Department of Revenue and other government agencies as provided by law.*

The undersigned, by signing this notice, acknowledges that he/she has read and understood the contents of this notice.

Date

Signature of Applicant

Print Name