



City of Boulder, Planning & Development Services  
 (303) 441-1880, [www.boulderplandevlop.net](http://www.boulderplandevlop.net)

For Office Use Only	
Date Received	Permit Number

## TEMPORARY EVENT PERMIT APPLICATION

To erect or install a temporary tent or generator

Please submit the application and associated documents by email to [PDSskipatip@bouldercolorado.gov](mailto:PDSskipatip@bouldercolorado.gov). Incomplete applications will not be accepted. All application materials must be submitted together to be considered complete.

<b>Project Address</b>	<b>Event Title</b>

Applicant	Owner (for private property)
Name	Name
Company Name	Company Name
Address	Address
City State Zip	City State Zip
Phone	Phone
Email	Email
On-Site Contact (if different from Applicant)	Temporary Event Contractor
Contact Name	Name
Company Name	Company Name
Phone	License Number <b>LIC-</b>
Property Type (check one) <input type="checkbox"/> Public <input type="checkbox"/> Private	Phone
Does the event include generator installation (check one)? <input type="checkbox"/> Y <input type="checkbox"/> N	Email

Please provide the following information as applicable:

Administrative Review Case Number: <b>ADR</b>
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Event Date(s)	Set-up Date(s)	Take-Down Date(s)

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# Requirements Checklist

This checklist outlines the minimum requirements necessary to process an application. Applicants may be required to submit additional information as requested. Incomplete applications will not be accepted for review.

Event approval documentation

- For private property
  - Disposition of Approval
  - Approved Site Plan
- For public property
  - Referral letter from Special Event Reviewer

Site plan or site map including the following information (printed to scale)

If a site plan has been approved through an Administrative Review, please submit the stamped plan.

- North arrow
- Property line(s)
- Location of public street(s)
- Location of all easement(s)
- Location of proposed tent(s)
- Location of proposed generator(s)
- Size of proposed tent(s)
- Egress locations for proposed tent

Tent Information

- Flame Resistance Certificate(s) for each proposed tent

I certify that I have reviewed the temporary event permit requirements checklist and have provided the applicable requirements in my application materials. I agree to perform the work described herein, in accordance with the plans and/or specifications submitted, and with all provisions of the *Boulder Revised Code, 1981*.

\_\_\_\_\_  
Applicant or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date