

# TENTS

City of Brookfield, Wisconsin  
Inspection Services Department  
2000 North Calhoun Rd, Brookfield, WI 53005

Phone 262-796-6646 M-F, 8am - 5pm FAX (262) 796-6702

## HERE IS A LIST OF THE MOST OFTEN ASKED QUESTIONS AND ANSWERS REGARDING TENTS FOR SPECIAL EVENTS

**Q. Do I need a building permit to erect a tent?**

A. Yes if you are a business or commercial property.

**Q. How much does a building permit for a tent cost?**

A. The permit fee is \$75.00 for one tent and \$135.00 for two or more tents. Fees are due at application.

**Q. What do I have to do to get a tent permit?**

A. Bring five copies of a site plan or current plat of survey (within 1 yr) to the service counter at the Inspection Services Department. Please sketch the location and dimensions of all tents on each copy. Also please show the distance between each tent and the distance from tents to lot lines and buildings. Please also indicate the exits from each tent. Fill out the permit application form, and we will process your application as soon as possible.

**Q. How long does it take to get my tent permit?**

A. Usually three to five working days.

**Q. How long can I leave my tent up?**

A. No longer than 15 days.

**PLEASE CALL DIGGER'S HOTLINE AT LEAST 3 DAYS PRIOR TO STARTING YOUR PROJECT AT (800) 242-8511 OR (800) 542-2289**