



**Town of Henniker**

18 Depot Hill Road  
 Henniker, NH 03242  
 Phone (603) 428-3221 / Fax (603) 428-4366  
 www.henniker.org

Assigned Permit #: \_\_\_\_\_  
 Date Issued: \_\_\_\_\_  
 Fee Paid: \_\_\_\_\_

**TENT INSTALL APPLICATION**

*Tents two hundred (200) square feet or over or canopies four hundred (400) square feet or over*

**\$75.00 Fee**

**48 Hour Notice for Inspections**

Street Address of Project	Zoning	MAP	LOT
<b>PROPERTY OWNER(S)</b>			
NAME			
ADDRESS			
PHONE		EMAIL ADDRESS	
<b>TENT CONTRACTOR</b>			
NAME			
COMPANY			
ADDRESS			
CITY/STATE/ZIP			
PHONE		EMAIL ADDRESS	
<b>COORDINATOR/ SECONDARY CONTACT</b>			
NAME			
COMPANY			
ADDRESS			
CITY/STATE/ZIP			
PHONE		EMAIL ADDRESS	

<b>TYPE OF JOB</b>		
Size of Structure		
Erection Date	Removal Date (Not to exceed 180 days)	Event Date
Occupancy/ Use Group	Anchoring method	
Does the tent have exterior walls? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Certificate of Flame-Proofing Attached (Required) YES <input type="checkbox"/> NO <input type="checkbox"/>		
Attach Floor Plan showing seating and/or table setup and floor plan: YES <input type="checkbox"/> NO <input type="checkbox"/>		
Attached site plan (Showing location of tent(s) relative to buildings, cooking areas, & Public ways: YES <input type="checkbox"/> NO <input type="checkbox"/>		

<b>IMPORTANT INFORMATION</b>	
1. Tents used as Places of Assembly with more than 50 people require a state of NH Place of assembly permit issued by the fire department.	
2. Tents used as Places of Assembly must have emergency lighting if used after sundown.	
3. Tents used as Places of Assembly and set up with sidewalls must have exits clearly marked.	
4. If more than 200 chairs are used, they must be fastened to the floor or to each other. If fastened to each other, at least three but no more than seven chairs are to be attached to each other.	
5. A maximum of 14 chairs can make up a row between aisles. The aisles must be at least 44 inches wide.	
6. Cooking is prohibited under tents, temporary membrane structures, and/or canopies which are used for any type of public assembly..	
<b><i>THIS IS NOT INTENDED TO BE A COMPLETE LIST, BUT MAY ANSWER THE MOST COMMON QUESTIONS</i></b>	
<b>SIGNATURES</b>	
1) All work must conform to the State of NH Building and Fire Codes (2018 International Residential & Building Code) and current Henniker building and zoning regulations.	
2) If anchoring is by ballasting, an engineer's report (stamped by a NH licensed engineer) is required.	
Applicant	Date
<b>**TO BE COMPLETED BY FIRE CHIEF OR PUBLIC SAFETY DESIGNEE **</b>	
Received By	Date
YES <input type="checkbox"/> NO <input type="checkbox"/>	Certificate of Flame proofing or labeling on tent
YES <input type="checkbox"/> NO <input type="checkbox"/>	Occupancy/Use Group Classification of tent, IBC (3103.1) NFPA 101 (11.11.2.1) & 102 (8.1.2)
YES <input type="checkbox"/> NO <input type="checkbox"/>	Structural/Construction Documents, IBC (3102.2); NFPA 102 (8.2)
YES <input type="checkbox"/> NO <input type="checkbox"/>	Anchoring Type, Stakes and or Ballast, Load documentation required for over 300 occupants
YES <input type="checkbox"/> NO <input type="checkbox"/>	Seating Plan for Assembly permit for 50 or more occupants (Fire Chief)
YES <input type="checkbox"/> NO <input type="checkbox"/>	Emergency Evacuation Plan
YES <input type="checkbox"/> NO <input type="checkbox"/>	Required Fire Extinguishers, No Smoking Signs, Exit Signs or Emergency Lighting
YES <input type="checkbox"/> NO <input type="checkbox"/>	Place of Assembly Permit from Fire Department
Building Inspector	Date
Fire Department	Date
<b>[ ] Approved [ ] Denied</b>	