

**WALLA WALLA COUNTY COMMUNITY DEVELOPMENT DEPARTMENT**

**310 W Poplar St., Suite 200**

**Walla Walla, WA 99362**

**509-524-2610**

**Submit all documents to: [permits@co.walla-walla.wa.us](mailto:permits@co.walla-walla.wa.us)**

You will receive an auto-generated email once your application has been entered in our electronic system (TRAKIT) for processing and screening. If you do not receive an email within five business days, please call the number listed above to let us know.

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**Temporary Tent Permit Application - Special Event**

**\$50.00 application and \$150.00 deposit fee will be required. You will be contacted for payment via email or phone.**

*There is a two-day minimum turn around on these permits – it is suggested that you submit the application as soon as possible to avoid any delay.*

**12-digit Parcel #** \_\_\_\_\_

**Site Address** \_\_\_\_\_

**Applicant (required)** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Property Owner (required)** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address: \_\_\_\_\_

(required)

(requested)

**Contractor (if applicable)** \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address: \_\_\_\_\_

Contractor's Registration # \_\_\_\_\_

Dates of event: (setup to take-down): \_\_\_\_\_

**Additional Minimum Documents Required:**

- Event Site Plan showing sq. footage of tent, distance from all structures, location on property, cooking locations, fire extinguisher locations.
- Flammability Certificate

Tent setup must be in compliance with the International Fire Code, Chapter 31.

Call for set up inspection once tent is in place – 509-524-2610

Signature \_\_\_\_\_ Date \_\_\_\_\_