



**Agenda
Crowley City Council
July 2, 2026
Work Session - 6:30 PM**

**Crowley City Hall
201 E. Main Street
Crowley TX 76036**

Citizens may address the Council by filling out a blue "Citizen Participation" card to discuss any issue that is on the Agenda. Please turn in cards to the City Secretary. Speakers are limited to three minutes (if using a translator, the time limit will be doubled).

Work Session - July 2, 2026 - 6:30 PM

I. Call to Order and Roll Call

II. Consent Agenda

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

1. Discuss and consider approving the minutes from the Joint Meeting held on June 15, 2026 and the work session and regular meetings held on June 18, 2026.

III. City Business

1. Discuss and take action on an Inter-local Agreement between the City of Crowley and Tarrant County Pct.2 for assistance in winterizing roads to prevent or mitigate hazardous driving conditions caused by snow and ice during winter weather-related events.
2. Discuss and consider a special event application submitted by Radiant Woman Collective Inc, to hold a faith based women's empowerment seminar at the Recreation Center.

IV. Adjournment

I, the undersigned authority, do hereby certify that this Work Session Agenda of the Crowley City Council to be held on July 2, 2026 at 6:30 PM is a true and correct copy posted on June 26, 2026 at 4:00 pm at Crowley City Hall, a place convenient and readily accessible to the public at all times.

Carol C Cannady

Carol C. Cannady, City Secretary



The Crowley City Hall is wheelchair accessible, and accessible parking spaces are available. Requests

for accommodations must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at 817-297-2201 ext. 4000 for more information.



**City of Crowley, Texas
City Council Agenda Report**

Presenter:	Meeting Date: July 2, 2026
Department:	Agenda Item: II.1.
Subject: Discuss and consider approving the minutes from the Joint Meeting held on June 15, 2026 and the work session and regular meetings held on June 18, 2026.	

Background:

Recommendation:

Financial Information:

Attachments:

1. 06152026 JT CC And EDC Minutes

MINUTES OF THE JOINT MEETING OF CITY COUNCIL AND ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS JOINT SESSION HELD JUNE 15, 2026. The Joint Meeting of City Council and Economic Development Corporation Board of Directors of the City of Crowley, Texas met in Joint Session on Monday, June 15, 2026, at 6:15 PM in the City Council Chambers, 201 East Main Street, Crowley City Hall, Crowley, Texas.

Call to Order and Roll Call

Mayor Billy Davis called the City Council to order at 6:15 p.m. City Secretary Carol Cannady called roll and noted a quorum was present.

Present were:

Council Member Jesse Johnson, Council Member Carl T. Weber III, Council Member Scott Gilbreath, Council Member Jerry Beck, Council Member Tina Pace, Council Member Jim Hirth, Mayor Billy Davis

President Jesse Johnson called the Economic Development Corporation to order at 6:16. Secretary Carol Cannady called roll and noted a quorum was present.

Present were:

President Jesse Johnson, Member Jerry Beck, Member Jim Hirth, Member Billy Davis, Member Mike Winterbank, Member Matt Foster

Absent:

George Allen

Executive Session

1. Discuss an economic development prospect involving a proposed entertainment venue project and deliberate the offer of a financial or other incentive to a proposed business prospect, pursuant to Texas Government Code § 551.087, Economic Development Negotiations.

Mayor Billy Davis announced that City Council would convene into Executive Session at 6:16 p.m. to discuss an economic development prospect involving a proposed entertainment venue project and deliberate the offer of a financial or other incentive to a proposed business prospect, pursuant to Texas Government Code § 551.087, Economic Development Negotiations.

President Jesse Johnson announced that Economic Development Corporation Board of Directors would convene into Executive Session at 6:16 p.m. to discuss an economic development prospect involving a proposed entertainment venue project and deliberate the offer of a financial or other incentive to a proposed business prospect, pursuant to Texas Government Code § 551.087, Economic Development Negotiations.

Reconvene and Take Action from Executive Session

At 7:22 p.m., Mayor Billy Davis announced City Council would reconvene into open session with no action to take.

At 7:22 p.m., President Jesse Johnson announced the Economic Development Corporation Board of Directors would reconvene into open session with no action to take.

Adjournment

As there was no further business, Mayor Billy Davis adjourned the City Council meeting at 7:23 p.m.

As there was no further business, President Jesse Johnson adjourned the EDC meeting at 7:23 p.m.

ATTEST:

Billy Davis, Mayor

Carol Cannady, City Secretary

ATTEST:

EDC Board President

Board Secretary



City of Crowley, Texas City Council Agenda Report

Presenter: Mike Rocamontes	Meeting Date: July 2, 2026
Department: Public Works	Agenda Item: III.1.
Subject: Discuss and take action on an Inter-local Agreement between the City of Crowley and Tarrant County Pct.2 for assistance in winterizing roads to prevent or mitigate hazardous driving conditions caused by snow and ice during winter weather-related events.	

Background:

In the past, City crews have winterized the roads and will continue to do so. On occasion, our equipment breaks down or crew members are not able to make the drive-in to perform the work. While we have made recent upgrades to our winterizing equipment, this agreement will give the city the option to call on the County for assistance should the need arise.

Recommendation:

Staff recommends approval of this agreement.

Financial Information:

The City will be financially responsible to provide all materials, traffic control devices and pay county labor for the project as described in the Terms and Conditions, #2 City Responsibility, of the ILA.

Attachments:

1. Crowley Interlocal Agreement Weather Related Incidents

THE STATE OF TEXAS

INTERLOCAL AGREEMENT

COUNTY OF TARRANT

This Interlocal Agreement is between Tarrant County, Texas ("COUNTY"), and the City of Crowley ("CITY").

WHEREAS, the CITY is requesting the COUNTY's assistance with winterizing roads to prevent or mitigate hazardous driving conditions caused by snow and ice during winter weather related events (the "**Project**"); and

WHEREAS, the Road and Bridge Crew for Tarrant County Commissioner Precinct 2 (the "Road and Bridge Crew") has sufficient personnel and equipment to assist the CITY with the Project; and

WHEREAS, the Interlocal Cooperation Act contained in Chapter 791 of the Texas Government Code provides legal authority for the parties to enter into this Agreement; and

WHEREAS, during the performance of the governmental functions and the payment for the performance of those governmental functions under this Agreement, the parties will make the performance and payment from current revenues legally available to that party; and

WHEREAS, the Commissioners Court of the COUNTY and the City Council of the CITY each make the following findings:

- a. This Agreement serves the common interests of both parties;
- b. This Agreement will benefit the public;
- c. The division of costs fairly compensates both parties to this Agreement;
- d. The CITY and the COUNTY have authorized their representative to sign this Agreement; and
- e. Both parties acknowledge that they are each a "governmental entity" and not a "business entity" as those terms are defined in Tex. Gov't Code § 2252.908, and therefore, no disclosure of interested parties pursuant to Tex. Gov't Code Section 2252.908 is required.

NOW, THEREFORE, the COUNTY and the CITY agree as follows:

TERMS AND CONDITIONS

1. COUNTY RESPONSIBILITY

Upon request from the CITY to the Director of Field Operations for the Road and Bridge Crew, the COUNTY will furnish the labor and equipment from the Road and Bridge Crew to assist the CITY in completing the Project which will consist of the following:

- 1.1 The following roads shall be winterized using salt brine and/or sand:
- 1.2 East Main Street hill before Mesa Vista Drive west to North Prairie View Road.
- 1.3 South Hampton Street bridge over Highway 1187 and bridge before Sendro Oak.
- 1.4 Karis Boulevard/Industrial Street bridge.
- 1.5 Daniels Drive from Owens Drive to Ferenz Avenue.
- 1.6 Municipal Way from fire station to Archbury Road.
- 1.7 Mesa Vista Drive from Hirth Drive to South Crowley Road.
- 1.8 San Lucas Drive from Mesa Vista Drive to Rock Meadow Drive.
- 1.9 Hummingbird Trail hill and Hummingbird Court.
- 1.10 Lakeview Drive from Pheasant Run east to Cul de sac.
- 1.11 Red Oak Summit from Pheasant Run east to Cul de sac.
- 1.12 Timberwolf Court.
- 1.13 Elk Hollow Court.
- 1.14 Buffalo Court.
- 1.15 Centennial Place from Liberty Lane to Washington Drive.
- 1.16 Heritage Drive from Liberty Lane to Washington Drive.

The COUNTY may decline providing assistance to the CITY under this Agreement if the Director of Field Operations for the Road and Bridge Crew determines insufficient personnel or equipment are available or if hazardous conditions caused by winter weather create a safety issue to the personnel and equipment of the Road and Bridge Crew.

2. CITY RESPONSIBILITY

- 2.1 CITY will furnish all materials for the Project including sand, sandbags, and other similar items;
- 2.2 CITY will furnish necessary traffic controls including barricades to redirect traffic flow to alternate lanes during Project operations; and
- 2.3 CITY will pay COUNTY labor calculated using the number of employees x HRS (2 hours minimum) X 1.5 times average Precinct 2 Equipment Operators II – V hourly rate, determined October 1st of

each year. Equipment cost is calculated using FEMA equipment rate X HRS, (2 hours minimum).

3. PROCEDURES DURING PROJECT

COUNTY retains the right to inspect and reject all materials provided for this Project. The CITY will provide quality assurance inspection for the Project. If the CITY has a complaint regarding the Project, the CITY must complain in writing to the COUNTY no later than 30 days of the date of Project completion. Upon expiration of 30 days after Project completion, the CITY will be solely responsible for maintenance and repairs of the Project.

4. NO WAIVER OF IMMUNITY

This Agreement does not waive COUNTY rights under a legal theory of sovereign immunity. This Agreement does not waive CITY rights under a legal theory of sovereign immunity.

5. TIME PERIOD FOR COMPLETION

The CITY will give the COUNTY notice to proceed at the appropriate time. However, the COUNTY is under no duty to commence at any time.

6. THIRD PARTY

The parties do not enter into this Agreement to protect any specific third party. The intent of this Agreement excludes the idea of a suit by a third-party beneficiary. The parties to this Agreement do not consent to the waiver of sovereign immunity under Texas law to the extent any party may have immunity under Texas law.

7. JOINT VENTURE & AGENCY

The relationship between the parties to this Agreement does not create a partnership or joint venture between the parties. This Agreement does not appoint any party as agent for the other party.

8. EFFECTIVE DATE

This Agreement becomes effective when signed by the last party whose signing makes the Agreement fully executed.

10. TERMINATION OF AGREEMENT

Either party may terminate this Agreement without cause by providing thirty (30) days prior written notice of intent to terminate to the other party. This Agreement will automatically terminate upon completion of the Project or December 31, 2027, whichever date occurs first. This Agreement may be renewed prior to its expiration upon the mutual consent of the parties in writing.

11. COMPLIANCE WITH LAWS

In providing the services required by this Agreement, CITY must observe and comply with all applicable federal, state, and local statutes, ordinances, rules, and regulations, including, without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and non-discrimination laws and regulations. CITY shall be responsible for ensuring its compliance with any laws and regulations applicable to its business, including maintaining any necessary licenses and permits.

12. EXECUTION OF AGREEMENT

This Agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this agreement, and all of which, when taken together, shall be deemed to constitute one and the same agreement. The exchange of copies of this Agreement and of signature pages by electronic transmission shall constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted or executed electronically shall be deemed to be their original signatures for any purpose whatsoever.

TARRANT COUNTY, TEXAS

CITY OF CROWLEY

Commissioner, Precinct 2
Alisa Simmons

Authorized City Official

Date: _____

Date: _____

Attest:

Attest:

APPROVED AS TO FORM*

APPROVED AS TO FORM

Criminal District Attorney's Office*

Staff Attorney

Date: _____

Date: _____

*By law, the Criminal District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval and should seek review and approval by their own respective attorney(s).

SIGNED AND EXECUTED this _____ day of _____,
2026.

**COUNTY OF TARRANT
STATE OF TEXAS**

By: Separate Electronic Signature Page
Tim O'Hare
County Judge



City of Crowley, Texas City Council Agenda Report

Presenter: Carol Cannady	Meeting Date: July 2, 2026
Department: City Secretary	Agenda Item: III.2.
Subject: Discuss and consider a special event application submitted by Radiant Woman Collective Inc, to hold a faith based women's empowerment seminar at the Recreation Center.	

Background:

Ms. Veronica Arnold has submitted a Special Event Permit application to host a Women's Empowerment Seminar at the Recreation Center. She has reserved a meeting room through the Recreation Center for the event. The applicant intends to charge an admission fee for attendees.

Article IV, Section 58-91(g) of the City Code of Ordinances states: *"Typically, city facilities are available for nonprofit purposes only. Renters shall not charge a fee or admission to anyone for the use of or attendance at city facilities unless they have obtained a Special Event Permit."*

The applicant has indicated that proof of insurance will be provided upon approval of the Special Event Permit.

Recommendation:

If approved, it must be contingent on City Secretary receiving a copy of the liability insurance certificate.

Financial Information:

None

Attachments:

1. Special Event Application (2018)



Special Events Permit Application

City Secretary's Office
201 E Main Street
Crowley TX 76036
(817) 297-2201 ext 4000

Permit applications shall be filed with the city secretary or designee for consideration on a first come first serve basis **not less than 21 days or more than 365 days before the date of the proposed use or activity. In the event of a street closure, applications must be submitted not less than 45 days in advance. Due to the state department of transportation requirements, closure of any state highway for more than six (6) hours will require 90 days' advance notice to the city.** The application will either be approved, approved with conditions, denied, or more information will be requested within five business days of submission to the city secretary. Due to the nature of some events, additional information may be requested. A deposit will be required for certain types of events. The deposits shall be set forth in the city fee schedule listed as Appendix A to the City of Crowley Code of Ordinances.

All applicants will be charged facility rental fees as appropriate and are expected to fully reimburse the City for all services related to event production which may include, but are not limited to, Police, Fire/EMS, Park and Facility Maintenance, Field Services, Sanitation, Street Engineering, Site Supervisors, Environmental, and all necessary permit fees including: Beer and Wine, Tent, Fireworks, Carnival, Sign, etc. Applicants are responsible for returning City facilities and parks their original condition. Daily fees will be assessed until all event equipment is removed from City premises. Full payment is due upon receipt of final invoice.

Section 1 – Applicant Information			
Name of Applicant (must be on site during the event)			Today's Date
Address	City	State	Zip
Phone Number	Cell Phone Number		
Email			
Section 2 – Sponsoring Organization Information			
Corporation/Organization Name of D.B.A.	Type of Organization For Profit Non-Profit Other:		
Name of Contact	Email:		
Address	City	State	Zip
Phone Number	Cell Phone Number		

Section 2 – Event Information									
Name of Event								Anticipated Daily Attendance	
Location of Event/physical address									
Property Owner					Owner Phone				
Owner Email:					Has the property owner given authorization to use property? Yes No				
Detailed Description of Event									
	Date	Time	Day of Week						
Setup			M	T	W	Th	F	Sat	Sun
Event Start			M	T	W	Th	F	Sat	Sun
Event End			M	T	W	Th	F	Sat	Sun
Teardown			M	T	W	Th	F	Sat	Sun
Additional Information:									

Section 3 – Event Features			
Will there be an admission charge?	Yes	No	If yes, list all price categories below.
Will there be entertainment? <i>A complete list of entertainment will be required before final approval. Once approved, no changes may be made unless authorized.</i>	Yes	No	If yes, please attach a complete list of entertainment.
Will sound amplification be used at the event? Sound amplification:	Yes	No	If yes, explain below
Will merchandise and/or food items be sold? <i>Booths will need to be inspected and have proper food handling permits</i>	Yes	No	If yes, please attach a complete list of vendors.
Have you hired a licensed professional emergency medical service provider to manage your event's medical plan? If yes please list below. <i>(Fee may be charged for Emergency Service personnel)</i>	Yes	No	
Medical Service Provider	Phone		
Will the event include any of the following? (Indicate on site plan and/or vendor list)			
Tents or Canopies <i>Tents require temporary use permits issued by the city upon Fire Department review (additional fees may be applicable). Temporary tents must adhere to the International Fire Code</i>	Yes	No	Complete Tent Worksheet and attach with site plan
Inflatables <i>If inflatable exceeds 400 sq ft, additional permit is required</i>	Yes	No	Total Sq Ft:
Company	Contact name and phone		
Fireworks/Pyrotechnics <i>Fireworks/Pyrotechnics require permits from the City Fire Department (additional fees may be applicable)</i>	Yes	No	
Temporary Fencing <i>Provide accurate dimensions of fenced area on site plan. Temporary fencing requires temporary use permits issued by the city (additional fees may be applicable).</i>	Yes	No	
Temporary restrooms or refuse collection provided? <i>(All trash and debris must be removed)</i>	Yes	No	
Company	Contact name and phone		
Carnival/Amusement Rides <i>A separate Special Use Permit may be required. (additional fees may be applicable)</i>	Yes	No	
Company	Contact name and phone		
Signs / Banners <i>A separate Sign Permit may be required. (additional fees may be applicable)</i>	Yes	No	
Company	Contact name and phone		
Will animals be used in conjunction with event?	Yes	No	If yes, describe below.
Description:			
Is this a run, walk or parade? If yes, attach a map identifying assembly location and route on site plan. Must be submitted 21-days prior to event. <i>(Fee may be charged for Public Service Personnel)</i>	Yes	No	

Section 4 – Roadways and Sidewalks			
Does the event propose using, closing or blocking any of the following If yes, specify location and duration on site map. <i>(Fee may be charged for Public Service personnel)</i>			
City Streets	Yes	No	City Sidewalks
City Right-of-Ways	Yes	No	Public Parking Lots

Section 5 – Use of City Utilities (Fee may be charged for the use of City Utilities)			
Will any City electric hookups be used?	Yes	No	Electric Location including amperage
Will any City water hookups be used?	Yes	No	Water Location(s)
Will waste water/gray water be generated?	Yes	No	Is so, how will it be disposed?

Section 6 – Alcohol

Will there be alcohol at the event? Yes No

At no time will alcohol be distributed or consumed in City Parks and/or streets to include Park Pavilions. All activities involving alcohol will require the presence of an off-duty City police officer. The applicant will be required to pay for an officer to be present for a minimum of 3 hours or the full amount of time that alcohol is served. Consumption of alcohol without the presence of an officer or a violation of the provision of the City Ordinances will result in forfeiture of the rental deposit.

The Texas Alcoholic Beverage Commission (TABC) requires specific and specialized permits for selling/serving alcohol. These permits will be based on the parameters and scope of the desired service and the type of event. Due to the numerous scenarios that may be involved in your event, it is impossible to outline the requirements in this application. **It is your responsibility** to contact the TABC office and speak to an Agent who will be the entity for permission and, if approved, provide the exact permit(s) required.

Permission by the City to hold a Special Event does not guarantee permission from TABC to serve/sell alcohol. Your event may be approved by the City but the service and selling of alcohol is the domain of the TABC and may be denied at their discretion.

Permission by the TABC to serve/sell alcohol at a Special Event does not guarantee permission of the City.

Will alcohol be provided free of charge? Yes No

To be considered "free," there cannot be an expectation of receiving money. You cannot charge for admission, ask for donations or accept tips. Doing so would constitute a sale of alcohol and would require a Texas Alcohol Beverage Commission and City Permit.

Will you be charging an entrance or registration fee? Yes No

Will the alcohol be sold? Yes No

If you answered Yes, a Texas Alcohol Beverage Commission and City Permit will be required.

TABC License # _____ Expiration _____

Section 11 – Insurance Requirements

The City of Crowley has established insurance requirements for those facility users, vendors and contractors entering into agreements with the City for the purpose of special events and activities. Before commencing use or services under an agreement with the City of Crowley a certificate of insurance that complies with the requirements referenced below must be furnished.

All special event applicants shall name the City of Crowley as an "Additional Insured" on all policies, and shall reflect this on a Certificate of Liability Insurance. A pplicant shall obtain Certificates of Liability Insurance from all vendors participating in this event unless covered under the applicant's insurance policy. Separate Certificates of Insurance Liability shall be provided by all carnival and amusement companies and firework production companies and shall name the City of Crowley as "Additional Insured." Additional coverage may be required depending upon the nature and scope of the event. The City of Crowley reserves the right to evaluate the liability of each event and assess the required insurance limits. Event permits will not be issued until all insurance requirements are satisfactorily met.

The certificate must show:

1. The City of Crowley as "Additional Insured."
2. General Liability Including:
 - Bodily injury
 - Property damage
 - Medical Expense
 - Personal Injury

Organized League Play

Any organization or group who is renting an athletic field for the purpose of organized league play must provide the following documents:

1. Certificate of Liability Insurance. The city and the group or organization must be co-insured by the policy. The policy must include a minimum of \$500,000.00 per incident, with not less than \$1,000,000.00 aggregate with the same remaining in effect for the term of this agreement. Failure to maintain such insurance shall be cause for immediate cancellation of event/reservation;
2. Health permit (if renting concession stand);
3. Player insurance;
4. State Charter;
5. Bylaws;
6. Schedule; and
7. Emergency contact information.

Section 12 – Compliance with Laws and City Ordinances

1. The applicant will clean the grounds, remove equipment, and restore the permitted site after the event.
2. The applicant is responsible for providing parking assistance if required.
3. Adequate policing for crowd control must be provided by applicant. Off duty officers are available by calling 817-297-2276.
4. The applicant will not nail, staple, or otherwise attach any event-connected signs to any guard post, sign post, utility pole or tree.
5. Admission to the event will not be limited to membership nor will any discrimination be made against a person because of race, creed, sex, color, age, or national origin in conducting the event. Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, or age. Participation in the event may be limited to members of the sponsoring group, provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex, or age. Request for Special Event Application citing special circumstances for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification.
6. If necessary, the applicant will furnish a map showing the area where the special event is to be conducted.

Section 13 – Acknowledgement and Signature

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of event will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local ordinances regulating this type of event or the use of any land or buildings.

I hereby certify that I have received the property owners consent to utilize above location for the period of time and purpose stated.

I further understand that any deviation from this Application could result in the City closing down or canceling the Event. I understand that a Special Event Permit must be approved by the City of Crowley prior to the occurrence of this Event. The issuance of that permit is contingent upon the compliance with the Special Event Application and acceptance of all listed stipulations or conditions of the Special Event Permit.

Signature:

Date:

Section 13 – Acknowledgement and Signature

Included N/A

Certificate of Liability Insurance
Detailed Site Plan
Route Map
Amusement Ride Certification of Inspection
Tent Permit Application

Public Works

Approved Denied Initials

Remarks

Fire Department

Approved Denied Initials

Remarks

Police Department

Approved Denied Initials

Remarks

Recreation Center

Approved Denied Initials

Remarks

City Council

Approved Denied Initials

Remarks

Application for Tent Permit

Section 1 – Applicant Information					
Name of Applicant				Today's Date	
Address		City		State	Zip
Phone Number		Cell Phone Number			
Email					
Section 2 – Person/Organization/Contractor Responsible for Erection of Tent					
Organization					
Address		City		State	Zip
Phone Number		Cell Phone Number			
Email					
Section 3 - Tent Information					
Location of Tent				Number of Tents	Zoning District
Purpose of Tent/Usage Description					
Description of Tent (if multiple list details of each tent)					
Size (ft)	Area (sq ft)	Tent Separation (ft)	Side Walls	Additional Info	
1. x			Yes No		
2. x			Yes No		
3. x			Yes No		
4. x			Yes No		
5. x			Yes No		
Attach site plan which includes the following: 1. Accurate site plan with dimensions from property lines and other structures 2. Floor plan showing all required exits, no smoking signs, square footage and height of structure 3. Occupant Load per manufacturer guidelines 4. Membrane type and Fire Resistance Certification (must be attached) 5. Locations of fire extinguishers. 6. Location of parking 7. Location and distance of all heat producing equipment 8. Location and distance of all generators					
Date to be erected			Date to be taken down		
I hereby certify that I have received the property owners consent to erect a temporary tent at the above location for the period of time and purpose stated. I agree to meet requirements of the International Fire Code regarding tents and other membrane structures and all other regulations or ordinances of the City. I acknowledge that violations of any of the codes, regulations or ordinances will result in immediate revocation of this permit.					
Signature				Date	
Planning and Development Approved		Disapproved		Notes/Special Conditions:	
Fire Marshal Approved		Disapproved		Notes/Special Conditions:	
Fee - Date Paid		Amount Paid		Permit Issued (Number)	