



Temporary Outdoor Exhibition Permit Application \$50/event

Per Title 3, Chapter 17, of the Farmington City Code, this application is required to regulate activities conducted on private or public property which are of temporary duration and are held entirely or partially out-of-doors. **SUBMIT APPLICATION AT LEAST 30 DAYS PRIOR TO EVENT.**

APPLICANT INFORMATION - ALL SECTIONS MUST BE COMPLETED

Applicant Name: _____ Agency/Organization: _____
First, Middle, Last

Address: _____
Number and Street City State Zip

Email: _____ Daytime Phone: _____ Cell: _____

Date(s) of Activity: _____ Hours: _____

Type of Activity: _____ Location of Event: _____

Temporary Structures *: _____ Number of Parking Spaces Impacted: _____

* Tents 200 square feet or larger require a permit from the Fire Department – visit [Fire Inspections & Applications | Farmington, MN](#) for application and information.

PLEASE ANSWER/COMPLETE THE FOLLOWING:	YES	NO
Permission Granted by Property Owner (Name): _____ Approval Signature of Property Owner (if other than City of Farmington): _____		
Is public property involved?		
Are restroom facilities available? Location of facilities:		
Trash/recycling arranged through the _____ City or _____ Property Owner? * See waste and recycling requirements attached.		
Electrical needs and how serve:		
Traffic control provisions being used:		
Crowd control provisions being used:		
Food and/or drink displayed for dispensing: Minnesota Department of Health (food) and/or Minnesota Department of Public Safety (alcohol) licenses/permits must be collected and displayed at the event – attach copy(ies) to application.		

Appropriate insurance certificate(s) collected (if on public property, must have \$2,000,000 general liability insurance listing the City of Farmington as additional insured). Attach insurance certificate to application.		
All paper and cardboard, cartons, glass bottles and jars, metal cans, and plastics labeled #1, #2, and #5 must be properly sorted and placed in recycling containers.		
Each trash container will have a recycling container within ten (10) feet. <i>The City of Farmington provides properly labeled portable recycling and trash containers that can be checked out free of charge if your event requires additional waste containers to avoid overflow. All additional waste disposal costs are the responsibility of the Applicant. Contact Violet Penman at violet.penman@roemountmn.gov for more details.</i>		
It is the Applicant's responsibility to educate all event staff, volunteers, event vendors, and housekeeping/custodial contractors on what and how to recycle using the Recycle Right Guide .		
Provide sketch plan showing layout, including number of parking spaces used, vendor locations, and other activity details.		

I hereby certify that all statements made in this application are true and complete to the best of my knowledge. I understand that any misstatements or omissions of material facts may result in the disqualification or denial of the license. I authorize the City of Farmington to investigate the information and contact persons/organizations named on this application.

Applicant Signature: _____ Date: _____

Printed Name of Applicant: _____

↓ **THIS SECTION FOR OFFICE USE ONLY** ↓

Date Application Received: _____ \$50 Fee Paid: _____ Receipt No. _____

DEPARTMENT	COMMENTS
Community Development	
Engineering (Traffic Control)	
Parks & Recreation	
Public Works / Solid Waste	
Police	
Fire	

APPROVED _____ **DISAPPROVED** _____

City Administrator: _____ Date: _____

WASTE AND RECYCLING REQUIREMENTS

A Designated List of Recyclables must be collected at all events in accordance with recycling best practices identified below. If organics (food scraps) will be collected, best practices must also be followed if certain event conditions* are met.

<p>Is your event on city property? <i>If yes, follow A. 1 - 4 below.</i> <i>If no, skip to B.</i></p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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A. RECYCLING COLLECTION BEST PRACTICES – County Ordinance 110, 16.05

1. A Designated List of Recyclables are collected:
 -Paper & Cardboard
 -Cartons
 -Glass Bottles & Jars
 -Metal Cans
 -Plastic Bottles, Containers and Jugs labeled #1, #2, #5

2. Containers are of sufficient size (no overflow) and strategically placed to separately collect all trash, recycling, and organics (if collected)
 -Each trash container is paired with a recycling container (within 10 feet).
 -Each container is labeled in accordance with Dakota County requirements (standardized terminology & images, blue for recycling/gray or black for trash, green for organics - if collected).

3. All event employees, volunteers, and housekeeping/custodial contractors are educated using standardized recycling and organics (if collected) messages in accordance with Dakota County requirements.

4. Separated materials are delivered to a permitted facility.

B. ADDITIONAL RECYCLING REQUIREMENTS FOR CERTAIN EVENTS

<p>1. Will your event: a. Have at least 300 people in attendance b. Generate at least 1 ton or 8 cubic yards of waste per location (e.g., sporting tournament at multiple parks) c. Generate food scraps from back-of-house areas (i.e., non-public such as food prep areas).</p>	<input type="checkbox"/> YES <input type="checkbox"/> YES <input type="checkbox"/> YES	<input type="checkbox"/> NO <input type="checkbox"/> NO <input type="checkbox"/> NO
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*If **yes to all three**, follow A. 1 - 4 above. Include a detailed plan with this application on how event waste will be handled, including responsible parties for obtaining hauler services, providing education, placing and emptying containers. Move to C below.*

*If **no**, refer to Dakota County event waste and recycling requirements in Ordinance 110, 16.05.*

C. ADDITIONAL REQUIREMENTS FOR CERTAIN EVENTS* THAT COLLECT ORGANICS

<p>2. Will organics be collected at your event?</p>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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*If **yes and yes to all three in B**, follow C. 1-3 below. Include a detailed plan with this application on how organics will be handled, including responsible parties for obtaining hauler services, providing education, placing and emptying containers.*

*If **no**, refer to Dakota County Ordinance 110, 16.05.*

1. Ensure organics containers are of sufficient size (no overflow) and labeled in accordance with Dakota County requirements (standardized terminology & images; green).

2. Educate all event employees, volunteers, and housekeeping/custodial contractors using standardized organics messages in accordance with Dakota County requirements.

3. Organics are delivered to a permitted facility.



Permit Application Tents

Farmington Fire Department
City Hall 430 Third St.,
Farmington, MN 55024
651-280-6945
HWalker@FarmingtonMN.gov

Date: _____

Permit No.: _____

Site Address: _____

Tenant/Building Name: _____

MSPC Occupancy Class: _____

Applicant: Owner Contractor Other _____

Property Owner

Name/Company: _____ Phone No.: _____

Address: _____

City: _____ State: _____ Zip: _____

Contractor

Company: _____ Phone No.: _____

Contractor License No.: _____ Expiration Date: _____

Contact Person: _____ Phone No.: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Temporary Assemblies and Tents

Temporary indoor or outdoor assemblies and temporary use of tents in excess of 200 square feet or canopies in excess of 400 square feet are allowed with a fire inspection permit. Temporary assemblies and tents shall comply with the Minnesota State Fire Code (MSFC), Section 105.6.43 and Chapter 24. For the purpose of this handout, the term "tents" shall include canopies, temporary membrane structures and air supported or air inflated structures.

Fire Tent Permit Fee: No. of Tent(s) _____ x \$40 = \$ _____



Permit Application Tents

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TEMPORARY ASSEMBLIES AND TENTS INFORMATION

Temporary indoor or outdoor assemblies and temporary use tents in excess of 200 square feet or canopies in excess of 400 square feet are allowed with a fire inspection permit. Temporary assemblies and tents shall comply with the Minnesota State Fire Code (MSFC), Section 105.6.43 and Chapter 24. For the purpose of this handout, the term “tents” shall include canopies, temporary membrane structures and air supported or air inflated structures.

Submittal Requirements

- Provide two (2) copies of a detailed site or floor plan showing the seating arrangement, exits and locations of portable fire extinguishers. One approved copy must remain on site at all times.
- Provide a detailed description of all activities that will be occurring, the hours of the event and the approximate number of participants.
- Provide a certificate, executed by an approved testing laboratory, certifying the flame resistance of materials used to construct the tent are in compliance with NFPA Standard 701.
- Provide flame-spread rating information for materials used as ceiling and/or wall decorations.
- Tent Permit fee required.

General Requirements for Assemblies

Documentation must be provided showing all draperies, decorative fixtures, and other fabrics and materials have been treated with an approved fire-retardant material. Portable fire extinguishers must be provided.

General Requirements for Tents and Canopies

- Tents and canopies must have permanently attached label stating the material is fire retardant.
- Tents shall not be located within 20 feet of lot lines, structures, other tents, parked vehicles or internal combustion engines **except** as noted in MSFC 2403.8.2.
- Combustible materials such as hay, straw, wood shavings, sawdust and similar material shall not be located in a tent containing an assembly occupancy. **Exception:** *Materials necessary for the daily feeding and care of animals and materials that are kept damp. Combustible trash shall be removed from tents once each day.*
- Cooking installations require separate mechanical permit and approval.
- Venting shall be to the exterior with approved spark arrestors. Vents shall not be placed within 12 inches of the tent.
- Cooking or heating equipment shall not be within 10 feet of exits or combustible materials.
- Outdoor Cooking shall not be performed within 20 feet of tent.
- Electrical permit is required for all temporary electrical installation.
- L.P. gas must be secured outside of a tent with the following separations:
 - Containers < 500 gallons – 10 feet
 - Containers > 500 gallons – 25 feet
- Flammable liquids shall be stored outside not less than 50 feet from tent.
- Generators shall be at least 20 feet from tents and secured from public access.
- Vegetation and waste materials shall be kept a minimum of 30 feet from tent.
- Provide flame-spread rating information for materials used as wall and/or ceiling decorations.



Permit Application Tents

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Requirements for Exhibition Booths

- Approved automatic fire sprinkler system is required for exhibition areas exceeding 12,000 square feet.
- Post "No Smoking" signs.
- Open flame or other cooking devices utilizing flammable or combustible liquids, gas or charcoal are not permitted inside or with 20 feet of tent.

Inspections Required

Pre-event inspection – Contact Fire Marshal Heath Walker at 651-280-6945
Additional inspections may be required if event runs for more than one day.