



**City of Coppell**  
**Fire Prevention Division**  
265 E Parkway Blvd  
Coppell, TX 75019

Phone: (972) 304-3512

## **TEMPORARY TENT REQUIREMENTS**

### **When is a permit required for a temporary tent installation?**

Any time a tent/canopy over 400 square feet is installed. This includes the joining of four or more of the 10-ft by 10-ft 'pop-up' canopies. Installation shall conform to the 2015 IFC.

### **What needs to be included in the temporary tent submission packet?**

1 set of plans and specifications - On-line submittal only at:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

### **How long does the permitting process take?**

Less than 10 working days.

### **What is the permit fee for a temporary tent?**

The permit fee is \$50; this includes the plan review and the inspection.