

**APPLICATION FOR TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURES PERMIT**



**CITY OF MOORHEAD  
FIRE PREVENTION DIVISION  
111 12th Street North, Moorhead, MN 56560  
(218) 299-5493 / jamie.garvey@moorheadmn.gov**



**Type of Permit:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Mailing Address of Applicant:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Phone Number of Applicant:** \_\_\_\_\_

**Email Address of Applicant:** \_\_\_\_\_

**Date of Special Event** (examples-wedding, reception, festival, etc.): \_\_\_\_\_

**Location of Tent, Canopy, Temporary Membrane Structure:** \_\_\_\_\_

**Rental Vendor/Contractor Name:** \_\_\_\_\_

**Rental Vendor/Contractor Phone #:** \_\_\_\_\_

**Requirements:**

- Temporary structures must be in service no longer than 180 days per year.
- Tents, canopies and temporary membrane structures shall be constructed of flame retardant materials.
- Smoking, hot objects, or open flames shall not be allowed in tents, canopies, or temporary membrane structures.
- Fire extinguishers must be provided for every temporary structure.
- Exits must be equally distributed so that no point in structure exceeds 100 feet from an exit.
- Doors must swing in the direction of egress and exit ways must remain free of obstruction.

- Attached is the Permit Fee of \$50.00 (please make checks payable to the City of Moorhead)
- Attached is the completed and signed Certificate of Compliance Minnesota Workers' Compensation Law Form (Required by Minnesota Statutes, Section 176.182)

In addition to the above requirements, I agree to abide by the Laws, Ordinances, and Regulations pertaining thereto including Chapter 24, Minnesota State Fire Code. Further, I agree to contact the City of Moorhead Fire Prevention Division for any inspections required.

\_\_\_\_\_  
 Signature of Applicant Date

**Approval by Authorized Fire Personnel:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

|                        |                      |                 |             |                |
|------------------------|----------------------|-----------------|-------------|----------------|
| <b>OFFICE USE ONLY</b> | <b>DATE RECEIVED</b> | <b>PERMIT #</b> | <b>CASH</b> | <b>CHECK #</b> |
|                        |                      |                 |             |                |

Construction Codes and Licensing Division  
Licensing and Certification Services  
443 Lafayette Road North  
PO Box 64217  
St. Paul, MN 55155



E-mail: [dli.license@state.mn.us](mailto:dli.license@state.mn.us)  
Website: [www.dli.mn.gov](http://www.dli.mn.gov)  
Phone: (651) 284-5034

## Certificate of Compliance Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

### Print in ink or type

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

|  |                           |                            |          |
|--|---------------------------|----------------------------|----------|
| License or certificate number (if applicable)  | Business telephone number | Alternate telephone number |          |
| Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.) |                           |                            |          |
| DBA ("doing business as" or "also known as" an assumed name), if applicable  |                           |                            |          |
| Business address (must be physical street address, no P.O. boxes)  | City                      | State                      | ZIP code |
| County   | Email address             |                            |          |

**You must complete number 1 or 2 below.**

**Note:** You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

#### 1. I have a workers' compensation insurance policy.

Insurance company name (not the insurance agent)

|               |                |                 |
|---------------|----------------|-----------------|
| Policy number | Effective date | Expiration date |
|---------------|----------------|-----------------|

**I am self-insured for workers' compensation.** (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce.)

#### 2. I am not required to have workers' compensation insurance because:

I only use independent contractors and do not have employees. (See [Minn. Stat. § 176.043](#) for trucking and messenger courier industries; [Minn. Stat. § 181.723, subd. 4](#), for building construction; and [Minnesota Rules chapter 5224](#) for other industries.)

I do not use independent contractors and have no employees. (See [Minn. Stat. § 176.011, subd. 9](#), for the definition of an employee.)

I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)

I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See [Minn. Stat. § 176.041](#) for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

**Print name**

|                                |       |      |
|--------------------------------|-------|------|
| Applicant signature (required) | Title | Date |
|--------------------------------|-------|------|

If you have questions about completing this form or to request this form in Braille, large print or audio.