



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?

2 sets of plans with the locations of the tents, property lines, structures, vehicle parking shown, flame certificates for each tent, Building Department Commercial Building Permit form.

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.