Rev. 3/3/2015

Department of Code Enforcement
Indianapolis
Gregory A. Ballard, Mayor

NOT___-_____

TEMPORARY STRUCTURE NOTIFICATION

This is a Letter of Notification that the erection of a temporary structure(s) will be occurring at the address mentioned below and does not require a permit. ***Note: this notification form may only be used for tents 3200 square feet or less. For temporary structures exceeding this threshold, a structural permit shall be required.*** Type of activity limited to (Scope of Work):

_____

_____

_____

Address of site: _____

Company name: _____

General Contractor (GC) listing #: _____

General Contractor (GC) agent #: _____

GC telephone: _____GC email: _____

Installation date: _____ Removal date: _____

SF of temporary structure: _____

Emergency contact (responsible for declaring evacuation of tent):_____

Emergency contact telephone: _____

*****NOTICE*****

I am a contractor currently listed to perform the above mentioned activity in the Consolidated City of Indianapolis. I am submitting this notification indicating all work listed above will be accomplished in conformity to all building standards and procedures. All pertinent state and local ordinances, codes, and statutes are applicable and this notification does not absolve the applicant of any state and local requirements. I AFFIRM, UNDER PENALTIES FOR PERJURY, THAT THE FOREGOING REPRESENTATIONS ARE TRUE:

GC Signature: _____ Date: _____

Attention Tent Renters: Inspection of this activity is not required; however, an inspection may be requested at no expense provided the request is made at least **48 hours prior** to the erection of the temporary structure. The inspection request line for this activity is 317-941-8251.

Attention Tent Contractors: *The Department of Code Enforcement and a representative of the entity renting the tent must be in receipt of this form **48 hours prior** to the erection of the temporary structure. This form should be posted on site at the commencement of activity.*
This form may be emailed to: tents@indy.gov or mailed to:
ATTN: Tents; 1200 Madison Ave., Ste. 100; Indianapolis, IN 46225