This form must be completed to schedule a Fire Inspection for any event where cooking, grilling and/or tent set up will occur on City property. This form must be submitted to the City of Knoxville Fire Marshals’ Office via fax or email 30 days prior to the event. Inspection Fee is $120.00 for safety inspections. If the inspection exceeds (4) four hours, the rate will be $30.00 per hour.

Without a Fire Inspection, cooking, grilling and/or tent setups will not be allowed on City Property.

Event Information

Event: __________________________________________________________
Event Date: __________________________ Estimated Attendance: __________________
Event Location: __________________________ Event will begin at: __________________
Event Setup will begin at (date(s)/time): __________________________
Event Setup will be complete by (date(s)/time): __________________________

DESCRIBE THE GRILLING, COOKING OR TENT TO BE SET UP ONSITE

Tent Sizes & Quantities (include all tent types and sizes: pop-up canopies, frame tents, etc.):

_____________________________________________________________________________________

Tent Provider(s): ________________________________________________________________
Date of Tent Setup: __________________________ Date of Tent Teardown: __________________________

Tents larger than 400 square feet may require a permit from the Building Inspections Department. All tents must be weighted (no stakes allowed) at each tent pole with a concrete bucket or a water weight. The weight at each tent pole must be at least 100-pounds for small tents and at least 275-pounds for large tents. All tents must be flame-retardant and no tents are allowed to remain on City Property overnight without a waiver from the Office of Special Events. Any person setting up a tent on City Property without the appropriate permit will be cited and the tent may be removed at the expense of the person setting up the tent.

Total # of food vendors: ______. Total # of grills (propane only): ______. Total # of deep fryers: ______.
Total # of propane cooking stations: ______. Total # of food service trucks: ______.
Other cooking information: _____________________________________________________________

Event Contact(s) & Billing Information

Business name: ______________________________ Contact: ______________________________
Phone: ___________________________ Cell: ___________________________ Fax: ___________________________
Address: _______________________________ State ______ ZIP _________
Email: _______________________________ Event Website: _______________________________

For City of Knoxville Fire Marshall’s Office Use Only

Date/Time Inspection scheduled: _______________________________
Name of Inspector: _____________________________________________
Client Invoiced for Inspector’s Service: _______