



## Tent Permit SOP

Click the link: <https://aca-prod.accela.com/CFW/Default.aspx>

Sign in or register for an account:



### Sign In

USERNAME OR EMAIL: \*

PASSWORD: \*

[Forgot Password?](#)

**SIGN IN**

Remember me on this device

Not Registered?  
**CREATE AN ACCOUNT**

## What would you like to do today?

To get started, select one of the services listed below:

### Development

- Apply for Permit
- Search Applications and Permits
- Schedule an Inspection

### Fire

- Create an Application**
- Search Applications

Accept the Disclaimer > Continue to Application > choose a record type:

Continue to application remember to have documents ready to upload:

- Application signed/dated
- Site Plan
- Floor Plan
- Flame Retardant Certificate



- ▼ Fire Permits
  - Access Control
  - Alarm System
  - Fire Tent Permit
  - Other System
  - Sprinkler Installation
  - Standpipe Installation
  - Tank Permit
  - Underground Fire Main

Enter Address and Applicant information > tent information:

### TENT PERMIT INFORMATION

\* Size of Tent:

\* Number of Tents:

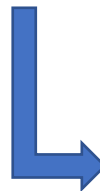
\* Date of Event:

\* Will cooking or heating devices be within or near the tent?:  Yes  No

\* Purpose of Tent:

**Continue Application**

Upload documents and add description of event and reason for tent:



File:  
HOW TO PAY AN INVOICE ONLINE.pdf

\* Description:  
Brief description of event and reason for tent

**Save** **Add** **Remove All**

**Save and resume later**

**\*\*\*You must hit save for documents to upload correctly\*\*\***

**Pay Tent Fees \$150** (*do not change tent amount regardless of number of tents*)

**Step 3: Pay Fees**

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
Tent	<input type="text" value="1"/>	\$150.00
Other Fee	<input type="text" value="0"/>	\$0.00
Penalty Fee	<input type="text" value="0"/>	\$0.00

**TOTAL FEES: \$150.00**

Note: This does not include additional inspection fees which may be assessed later.

**Recalculate**

**Continue to check out > you may pay with either Credit Card or Bank Account**

*\*\*\* If you have an ACH BLOCK with your financial institution you need to provide this number 9044048155 to your financial institution so that your ACH/Check transaction can be processed \*\*\**

**Record #FTP-24-009 was  
successfully submitted**

**You will receive a new permit record number once completed.**

**Permit must be submitted at least 14 days before the start of the event. The Tent/Canopy Permit Fee is \$150. Any submittal after the 14 days will be assessed a \$100 late fee.**