



**Application must be completed a minimum of 30 days prior to the event date**

**OUTDOOR ENTERTAINMENT PERMIT APPLICATION  
CITY CODE CHAPTER 92**

**NOTE: More than one permit may be required for an Outdoor Entertainment Activity Request. This packet contains the commonly required permit applications for Outdoor Entertainment Activity Requests. Review the applications and then check the permits to be requested.**

	<b>\$50.00</b>
<b>Temporary Tent or Structure</b> (tents, canopies or coverings of more than 100 square feet) <b>Number of tents, canopies, structures</b> _____ <b>X \$50.00</b>	
<b>Total Fee</b> (application plus tent(s))	
<b>Applicant may use one (1) temporary banner sign in conjunction with the outdoor entertainment permit. The banner shall be no larger than 40 square feet in area and directly attached to a building wall or temporary tent structure.</b>	

Name of Organization: \_\_\_\_\_

Name of Person Responsible: \_\_\_\_\_

Address & Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) AND Time(s) of Event: \_\_\_\_\_

Where will entertainment be located: (Be specific – stage, patio, parking lot – is structure attached to licensed business?)

\_\_\_\_\_

\_\_\_\_\_

Detailed Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you using County or State property (Hardwood Creek Trail, street right-of-ways, etc.). If yes – have you notified the County (Parks & trails Teresa 430-8373) or (right-of-way Carol 430-4300) and/or State?

Are you contracting with a garbage hauler for generated waste? If so, who is your provider:

\_\_\_\_\_

Will you be using City-owned property? Indicate location: \_\_\_\_\_  
**Please attach parking plan if City-owned property will be used.**

Are the persons conducting the event or the officers of the organization sponsoring the event over eighteen (18) years of age? \_\_\_\_\_

Has any person been convicted of any crimes other than minor traffic offenses? If yes, please explain:

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Approximate number of persons expected to attend the event: \_\_\_\_\_

Name, Address and phone number of entity providing the entertainment:

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Will amplified or non-amplified music and/or singing be provided? Explain

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Will security be present (required if alcohol will be served)? Name and address of company being used including each individual name and address:

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By signing this form I agree to notify the City of Forest Lake of any changes that occur before or during the issuance of this permit.

By signing this application I hereby authorize the Forest Lake Police department to check the police records of any/ and or all individuals listed in conjunction with this license. Signing of this application hereby releases the City of Forest Lake and all individuals connected here within from all liability for damage whatsoever incurred in furnishing such reports.

Upon approval of this license from the City Clerk and City Police Chief and Fire Chief, and the City Council, an Entertainment Exemption Permit will be issued.

Applicant Signature:

Date:

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Address and Phone Number of Applicant

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**[City Staff and Others: \(Comments, Concerns, Approval and Signature\)](#)**

Fire/Building Inspector \_\_\_\_\_

Police Investigator \_\_\_\_\_

Zoning Inspector \_\_\_\_\_

Clerk/Licensing/City Council \_\_\_\_\_

**[Washington County Parks / Public Works](#)**

**Carol Hansen** [carol.hanson@co.washington.mn.us](mailto:carol.hanson@co.washington.mn.us) 651-430-6300 (obstruction/right-of-way permit)

**Teresa** [parks@co.washington.mn.us](mailto:parks@co.washington.mn.us) 651-430-8373 (Hardwood Creek Trail)

**Star Trail Association** 651-439-8974 Bruce Hanson (snowmobile trails)



**Forest Lake**

AS GOOD AS IT SOUNDS

**Building Inspections Division**

**1408 Lake St. S**

**Forest Lake, MN 55025**

**Phone (651) 209-9726**

**Fax (651) 464-4968**

Date: \_\_\_\_\_

Permit No: \_\_\_\_\_

**TEMPORARY TENT/CANOPY PERMIT APPLICATION**

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Site Address: \_\_\_\_\_ Suite: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Owner \_\_\_ Contractor \_\_\_ Other \_\_\_

Contractor Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Description of work: \_\_\_\_\_

Proposed date to start work: \_\_\_\_\_

**Application Submittal Requirements:**

1. Provide flammability information for membrane structures, must meet the flame propagation performance of NFPA 701 (MSFC 2404).
2. Provide detailed drawing documenting location of tent(s), structures, temporary tanks, heaters, cooking equipment, fire extinguishers and exits.

**Fee:**

Flat Permit Fee: \$50.00 per tent \$ \_\_\_\_\_

Make check payable to *City of Forest Lake*

I hereby apply for this permit and I acknowledge that the information above is complete and accurate; that the work will be done in accordance with the ordinances of the City of Forest Lake and the Minnesota State Fire Code; that I understand this is not a permit but an application for a permit and work is not to start without a permit; that the work will be in accordance with the approved plans, specifications and codes.

Periodic and/or a final inspection of this work is required by the Minnesota State Fire Code. It is the responsibility of the applicant to call the Forest Lake Building Inspections Division at 651-464-4349 to schedule an inspection prior to occupancy and/or use.

**All information may be submitted electronically to: [flinspections@ci.forest-lake.mn.us](mailto:flinspections@ci.forest-lake.mn.us)**

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use:

Required Inspections:  Site

Permit Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Entered: \_\_\_\_\_ Issued: \_\_\_\_\_

Minnesota Government Data Practices Act – Chapter 13  
“Tennessee Warning”

Data is requested from the applicant on various forms. The purpose and intended use of the requested data is to verify the applicant meets all state statute and city code provisions and, if the license or permit is approved, to verify that all required data remains current.

The following data collected, created, or maintained is classified under the Minnesota Government Data Practices Act as Private data **until license approval** when the data becomes **Public**: (13.41, Subd. 4).

1. Data submitted by applicants (other than names and designated addresses).
2. Orders for hearing and findings of fact.
3. Conclusions of law and specification of the final disciplinary action contained in the record of the disciplinary action.
4. Entire record concerning the disciplinary proceeding.
5. License numbers.
6. License status.

The following data collected, created, or maintained is classified as **Private**: (13.41, Subd. 2).

1. The identity of complainants who have made reports concerning licenses or applicants which appear in inactive complaint data unless the complainant consents to the disclosure.
2. The nature or content of unsubstantiated complaints when the information is not maintained in anticipation of legal action.
3. Inactive investigative data relating to violations of statutes or rules.
4. The record of any disciplinary proceeding except as limited by Subd. 4.

The following data collected, created, or maintained is classified as **Confidential**: (13.41, Subd. 3).

1. Active investigative data relating to the investigation of complaints against any license.

Under law, private data may be shared with licensing and inspection employees, approval authorities, insurance providers, law enforcement employees, contracted inspection officials, as required by court order and City officials who have a bona fide need for it. The City of Forest Lake may make any data classified as private or confidential accessible to an appropriate person or agency if the licensing agency determines that failure to make the data accessible is likely to create a clear and present danger to public health or safety.

We ask that you complete or provide all data requested on the application form(s) unless we have noted that it is not required. Refusal to supply required information may mean that your application cannot be processed.

I READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA.

\_\_\_\_\_  
Date

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