

Requirements for tent permits

IMPORTANT: THE DATE THAT YOU SPECIFY AS THE DATE THE TENT WILL BE ERECTED IS THE DATE THAT FIRE AND SITE INSPECTORS WILL BE OUT TO PERFORM THEIR INSPECTIONS.

Standard submittal requirements:

Temporary tent application- completed and notarized, noting tent size and number of tents in the To Construct area

Dates that the tent is being erected and removed in the To Construct area

Flame Spread Certificate for the correct size tent(s) being erected

Site plan showing all streets, entrances, exits, and parking areas, as well as tent location(s)

Notarized property owner letter or copy of lease agreement

Proof of current liability insurance

\$85 fee

Effective 3/2012: Tents located on vacant land will require additional Site Development review, inspections and fees. Please allow additional time for the processes when scheduling your events.

In addition to the standard submittal requirements, you will need to:

- Pay an additional \$40 for a total of \$125 per tent
- Proof of 811call for Utility locates(this must be done 48 hours prior to tent set-up)
- Ensure the site plan/plot plan showing all streets, entrances, exits and parking areas, as well as the proposed tent location with the dimensions from the property lines.
- All drive entrance(s) and exit(s) will need to be defined with the use of "caution" red, pink or yellow tape to create an in/out to the event. Entrances and exits will not be permitted over a curb, gutter or sidewalk (any questions, please contact Site Development at 239-573-3167).
- Two (2) site plans indicating available parking, existing structures and location of equipment, restroom facilities, etc.

In addition, if the tent is 1,500 sq.ft. or larger, your site plan is required, per NFPA 1, Fire Code, 25.2, Tents, to show:

- 12ft fire lane around tent for fire department vehicle access
- Fire extinguishers
- Emergency lights and exit signs
- Seating chart with chair spacing
- Generator locations
- No smoking signs
- For any questions, contact Lora Greenwell at 239-242-3621 or Allen LaClair at 239-242-3629.