



DEPARTMENT OF COMMUNITY DEVELOPMENT

Permit # \_\_\_\_\_

TEMPORARY TENT PERMIT APPLICATION

Questions: 239-574-0546

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### **REQUIREMENTS FOR TENT PERMITS**

IMPORTANT: THE DATE 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:**

- Miscellaneous application – completed and notarized, noting tent size and number of tents in the “To construct” area
- Dates the tent will be 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 on improved land (\$45 zoning, \$40 fire permit fee’s)
- \$125 fee if on unimproved land (\$45 zoning, \$40 fire permit, and \$40 Site development fee’s)

Effective as of 03/2012: 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 also need to:

- Pay an additional \$40 for a total of \$125 per tent
- Call 811 for utility locates (this must be done 48 hours prior to tent set-up)
- Ensure the site plan shows all streets, entrances, exits and parking areas, as well as the proposed tent location with the dimensions from the property lines
- All drive entrances and exits 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 pertaining to this can be answered by Site Development at 239-573-3167

**NOTE: If the tent is being used for a seated event of more than 100 people your site plan requires (per NFPA 1, Fire Code, 25.2, tents) to show the following:**

- 12’ 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, please contact Lora Greenwell at 239-242-3621



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Permit #:	
Date:	Clerk:
Payment method:	

CONTRACTOR INFORMATION	
Contractor Business Name:	License Holder's Name:
Mailing address:	City License #:
City:	State License #:
Phone #:	Contact person:
To Construct:	Email:
PROPERTY INFORMATION	
Property owner:	Strap #:
Site address:	
City:	Block/Lot:
Phone #:	Unit:
Existing use:	
Proposed use:	

General temporary tents \_\_\_\_\_ Fireworks Sales \_\_\_\_\_ Christmas tree sale \_\_\_\_\_

Date of Event:	thru	Hours of operation:	to
Number of Tents:	Sq. Ft. per tent:	Side walls:	Y N
Electric:	Y N	(if Yes, a separate Electric permit will be required)	
Will there be music/loud speakers?	Y N		

NOTE: Please refer to noise ordinance section 12-22 of the Code of Ordinances for regulations with music and loud speakers.

**ADDITIONAL SUBMITTAL REQUIREMENTS**

- A. Proof of sanitary facilities (port-o-let) or letter from neighboring business, stating that restroom facilities are for their use, indicating that hours of operation are compatible.
- B. Two (2) site plans indicating available parking, existing structures and location of equipment, restroom facilities, etc.
- C. If tent is 2500 sq. ft. and over, plans will need to be reviewed by Plan Review.

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I further certify that I have entered into a contract with the owner/agent of the subject property to make the specified improvements to, or perform the contracting at, the real property specified in this application. I have also made the owner/agent aware of the provisions of the Homebuyers Protection Act. I certify that all the foregoing information is accurate, the city has been advised of all easements on the property and all work will be done in compliance with all applicable laws regulating construction and zoning. I acknowledge and accept responsibility for compliance with the current Florida Building Code, regulations and ordinances, as well as the payment of all legally constituted fees regarding this development application, including but not limited to ALL REVIEW FEES, PERMIT FEES AND IMPACT FEES. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS,



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HEATERS, TANKS, AND AIR CONDITIONERS, etc. **NOTICE:** In addition to the requirements of this permit, there may be additional restrictions to this property that may be found in the public records of this county or that may be required from other governmental entities such as water management district, state agencies or federal agencies.

**OWNERS AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**OWNERS ELECTRONIC SUBMISSION STATEMENT:** Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.**

**IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

I hereby acknowledge that I have read and understand the above affidavit on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NAME (PLEASE TYPE OR PRINT)

\_\_\_\_\_  
SIGNATURE OF OWNER/AGENT/CONTRACTOR

**(SIGNATURE MUST BE NOTARIZED)**

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known or produced \_\_\_\_\_ as identification.

Exp. Date: \_\_\_\_\_ Commission Number: \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_

Printed name of Notary Public: \_\_\_\_\_

FOR OFFICE USE ONLY				
Zoning verification by:	Date:	Approved Use: <input type="checkbox"/> Yes <input type="checkbox"/> No	Zoning District:	Flood zone:
Classification:	Land use:	On site:	Used:      Parking Standard:	Total:
<b>FEES:</b>	<b>APPROVALS:</b>			Date:
<b>Zoning Permit \$:</b>	Building approval by:			Date:
<b>Surcharge \$:</b>	Zoning approval by:			Date:
<b>Notary \$:</b>	Species approved by:			Date:
<b>Fire Permit \$:</b>	Fire approved by:			Date:
	Surface Water Approved by:			Date:
<b>Total \$:</b>	Released by (Permit Tracker):			Date:
Issued by (Building Clerk):	Permit #	Issue Date:	Expiration Date:	