



DIVISION OF BUILDING SAFETY

201 South Rosalind Avenue, 1st Floor

Reply To: Post Office Box 2687 • Orlando, Florida 32802-2687

Phone: 407-836-5760 **Inspections ONLY:** 407-836-2825

Email: www.ocfl.net/building

TENT PERMIT PROCEDURES

The following items are required in order to obtain a tent permit.

All paperwork that is required to be notarized must be an original of the notary seal and have appropriate signatures. **NO EXCEPTIONS.**

The items to be submitted to the Division of Building Safety are as follows:

- (2) Sets of the site plan.
- (2) Sets of flame spread certification. (Per FBC 3102.3.1.)
- (2) Sets of notarized letters from the property owner giving permission to put the tent on property.
- (2) Port-O-Let contract or Notarized permission from the property owner giving permission to use restrooms. These must be handicap accessible.
- Current Business Tax Receipt is required.
- Power of Attorney if license holder is not present.
- Fill out Page 2 of the building application if over the value of \$2,500.
- The Notice of Commencement (NOC) form is required before any inspections if over the amount of \$2,500.

No exceptions will be made. Without these appropriate items, a tent permit will not be issued.

Thank you for your cooperation.



Application for Tent(s) Permit

PLEASE PRINT:

Project Address: _____ Zip: _____

Event Name: _____

Property Owner: _____ Phone:(____) _____

Address: _____ State: _____ Zip: _____

Activity/Use in Tent: _____

of Tents: _____ Setup Date: __/__/__ Takedown: __/__/__

Tent Sizes: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____

6. _____ 7. _____ 8. _____ 9. _____ 10. _____

For all mercantile use tents and/or all assembly use tents, the following approvals are required:

Zoning Division Use Only:

Review Date __/__/__ Reviewed By: _____ Fee: \$ _____

SEC ____ TWP ____ (S) RNG ____ (E) SUB ____ B&L ____ Zoning Class ____

Special Conditions: _____

Division of Building Safety Use Only:

Date Issued: __/__/__ By: _____ Fee: \$ _____

Nature of Work: **30** Construction Type: **01** Type of Structure: **30**

For tents over 200 square feet, or canopies in excess of 400 square feet, or any tents used for the sale of pyrotechnics, Fire Rescue Department approval is required in addition to the above approvals. (FEES ARE ASSESSED PER ORANGE COUNTY FEE SCHEDULE)

Fire Rescue Department Use Only:

Review Date __/__/__ Reviewed By: _____ PRT# _____ Fee: \$ _____

Requirements by tent size:

Tent dimensions: _____ ft. X _____ ft.

Tent dimensions: _____ ft. X _____ ft.

Tent area: _____ square feet

Tent area: _____ square feet

Occupant load = _____ persons

Occupant load = _____ persons

Number of exits _____, each _____ ft. wide

Number of exits _____, each _____ ft. wide

Number of fire extinguishers*: _____

Number of fire extinguishers*: _____

PLEASE PRINT:

RESPONSIBLE COMPANY/PERSON FOR SETUP INSIDE TENT: _____

Name of License Holder/Agent: _____

Contractor License Number (if applicable): _____

Contact Phone Number: (____) ____ - _____ E-Mail Address: _____

I hereby make application for permit as outlined above, and if granted, I agree to conform to all Division of Building Safety regulations and County ordinances regulating it and in accordance with plans submitted. The issuance of this permit does not grant permission to violate any applicable Orange County and/or State of Florida codes and/or ordinances.

Authorized Signature: _____

Acknowledged before me this ____ day of _____, 20____.

By _____, (Seal)

who produced _____ as identification.

Notary Signature: _____ Notary as to Public, Orange County, Florida

Applicable Requirements from Chapter 39, Fire Code:

- 12-foot fire access roadway required on all sides of each tent (or grouping considered as one tent).
- 20-foot separation/access space required between combustible structures and any tent(s). Weeds, brush and dry grass shall be removed from the tent site and within 35 feet.
- No Cooking, other than warming of food items prepared elsewhere, is approval for this tent.
- No Open Flame devices are allowed inside a tent for cooking, lighting or any other purpose.

* Each fire extinguisher is to have a minimum rating of 2A-10BC. Extinguishers must be mounted so as to be visible, with the top of the extinguisher 30"-60" above the floor.

WARNING: Do not obstruct access for firefighting. Do not obstruct fire hydrants or fire department connections. Exit signs are required in accordance with NFPA 102. Emergency lighting is required if occupied at night.

PERMIT NUMBER