



Division of Building Safety
201 S. Rosalind Avenue
Orlando, FL 32801
407-836-5550
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.
- (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.
- Occupational License 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
Orange County Division of Building Safety

Permit Number: **B** _____

Rev.1/09

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 area: _____ square feet

Number of exits _____, each _____ ft. wide

Number of fire extinguishers*: _____

Occupant load = _____ persons

Tent dimensions: _____ ft. X _____ ft.

Tent area: _____ square feet

Number of exits _____, each _____ ft. wide

Number of fire extinguishers*: _____

Occupant load = _____ persons

RESPONSIBLE COMPANY/PERSON FOR SETUP INSIDE TENT: _____

PHONE NUMBER: _____ EMAIL: _____

Customer Name: _____ License #: _____

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.

Signature _____ Print Name _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20 _____ by _____ who is personally known to me or who produced _____ as identification and who did not take oath.

State of Florida, County of Orange _____ Notary Signature Seal

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.