



**Division of Building Safety**  
201 S. Rosalind Avenue  
Orlando, FL 32801  
407-836-5550  
[www.ocfl.net/building](http://www.ocfl.net/building)

## **TENT PERMIT PROCEDURES**

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

- Approval from Orange County Zoning Division
- Approval from Orange County Office of the Fire Marshal
- 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.
- 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.