



## Tent Permit Application

201 W. Central Ave., P.O. Box 1320, Lake Wales, FL 33859-1320  
 Phone (863)678-4182 Ext. 714 / Fax (863) 678-4050  
 Email: [permitting@cityoflakewales.com](mailto:permitting@cityoflakewales.com)

**Please Print**

Special Event:  Yes     No

Parcel ID #: \_\_\_\_\_ Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Date or Dates: \_\_\_\_\_ Tent Set-up Date: \_\_\_\_\_

Removal Date: \_\_\_\_\_ Event Times: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone number to be reached: \_\_\_\_\_

Description of work and proposed use: \_\_\_\_\_

**How Many tents will be used at this occasion:** \_\_\_\_\_

Tent Dimensions:	Quantity	Length	Width	Total Square Feet
	_____	_____	X _____	= _____
	_____	_____	X _____	= _____
	_____	_____	X _____	= _____
	_____	_____	X _____	= _____
	_____	_____	X _____	= _____

**If Tent is 120 square feet or less, then you do not need a permit.**

**Total Value of Tent \$** \_\_\_\_\_

**If you are using electrical power in the tent then you will need an Electrical permit.**

*THIS SECTION FOR OFFICE USE ONLY*

**Office Use Only:**  
 Completed By: \_\_\_\_\_  
 Date: \_\_\_\_\_

\_\_\_\_\_ X \$ 35.85 : **Permit Fee:** \_\_\_\_\_

**Total Fees:** \_\_\_\_\_

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

**“NOTICE”:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of the county, and/or may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

A certified copy of the recorded *Notice of Commencement*, signed by the Owner, shall be filed with the permitting authority if the value is **\$2,500.00** or more. This does not apply to heating or air-conditioning change outs less than **\$7,500.00**.

I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable codes, laws, rules and regulating governing **construction** and **zoning**.

**(Owner or Agent)**

**(Contractor)**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**State of Florida,  
County of Polk**

**State of Florida,  
County of Polk**

*This foregoing instrument was acknowledged before me this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_*

*This foregoing instrument was acknowledged before me this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_*

By: \_\_\_\_\_

By: \_\_\_\_\_

*Who produced the following identification or who is personally known:\_\_\_\_\_*

*Who produced the following identification or who is personally known:\_\_\_\_\_*

Notary Public: \_\_\_\_\_

Notary Public: \_\_\_\_\_

## **Check List for Tent Permit**

- 1. Sketch of where Tent will be located
- 2. Size of Tent or Tents
- 3. Certificate of Fire Resistance
- 4. Letter of Authorization from property owner
- 5. Certificate of Liability Insurance
- 6. Drivers License or picture I.D.
- 7. Sketch of seating (If applicable)
- 8. Type of power (If applicable)
- 9. City of Lake Wales Business Tax (If applicable)
- 10. Total Value
- 11. \$35.85 Flat fee per tent

**NO BANNERS**

**NO BALLOONS**

**NO BILLBOARDS**