



Permit #
_____ - _____

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@lakewalesfl.gov

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

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 \$ _____ = **Permit Fee:** _____

Review Fees: _____

Total Fees: _____

_____ **Planning Approval** _____ **Date**

_____ **Building Approval** _____ **Date**

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 (verify with Florida Building Code)

- 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 and Egress (If applicable)
- 8. Type of power (If applicable)
- 9. City of Lake Wales Business Tax (If applicable)
- 10. Total Value
- 11. Pay applicable tent permit fee

NO BANNERS

NO BALLOONS

NO BILLBOARDS

CHAPTER 31 SPECIAL CONSTRUCTION SECTION

3103 TEMPORARY STRUCTURES (TENTS)

3103.1 General. The provisions of Sections 3103.1 through 3103.4 shall apply to structures erected for a period of less than 180 days. Tents and other membrane structures erected for a period of less than 180 days shall comply with the Florida Fire Prevention Code. Those erected for a longer period of time shall comply with applicable sections of this code.

3103.1.1 Conformance. Temporary structures and uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of this code as necessary to ensure public health, safety and general welfare.

3103.1.2 Permit required. Temporary structures that cover an area greater than 120 square feet, including connecting areas or spaces with a common means of egress or entrance that are used or intended to be used for the gathering together of 10 or more persons, shall not be erected, operated or maintained for any purpose without obtaining a permit from the building official.

3103.2 Construction documents. A permit application and construction documents shall be submitted for each installation of a temporary structure. The construction documents shall include a site plan indicating the location of the temporary structure and information delineating the means of egress and the occupant load.

3103.3 Location. Temporary structures shall be located in accordance with the requirements of Table 602 based on the fire-resistance rating of the exterior walls for the proposed type of construction.

3103.4 Means of egress. Temporary structures shall conform to the means of egress requirements of Chapter 10 and shall have an exit access travel distance of 100 feet or less.