



THE COUNTY OF ESCAMBIA
PENSACOLA, FLORIDA

PUBLIC SAFETY BUREAU
MICHAEL WEAVER
BUREAU CHIEF

FIRE PREVENTION DIVISION
JOSEPH E. QUINN
FIRE MARSHAL

SPECIAL EVENT PERMIT APPLICATION

<i>Check one of the following:</i>	
Tent Permit	<input type="checkbox"/>
Operational Permit	<input type="checkbox"/>
Fireworks Permit	<input type="checkbox"/>
Air Supported Structure	<input type="checkbox"/>

Fire Safety Permit Number:	
Noise Waiver Permit Number:	
Approved By:	Date:

Applicant:		Phone Number:	
Owner's Name:		Phone Number:	
Owner's Address:			
City:	State:	Zip Code:	
Job Address:			

<i>Tent Permit Section Only</i>		
Tent Usage:		
Size of Tent:	Date of Setup:	Date of Event:

<i>Remarks or Comments:</i>

<i>Driving Directions:</i>

Applicant Signature:	Date:
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REVISED 06/28/2011



The following Tent Permit Site Plan Submittal Checklist is required information for a tent permit review. Use of the form does not guarantee that plans will be accepted on the first submittal, but will aid in reducing the number of re-submittals required due to the lack of information or conflicting information being provided. **This checklist should not be considered to be all-inclusive. Additional information may be required. Requirements are based on NFPA 101 the Life Safety Code, as included in the Florida Fire prevention Code (FFPC).**

For issuance of the tent permit and prior to any installation and inspection request, the following items shall be completed, submitted and/or approved.

- Tent permit application - for all single tents larger than 120 sq ft or multiple smaller tents not separated by 10 ft or more that cover a ground area of more than 120 sq ft or greater that are utilized for a special event, vending or other commercial use. *(General rule of thumb is for any tent larger than 10 ft X 12 ft to be permitted.)*
- Three (3) sets of site plans (must show entire property with location of tent and all other manmade or natural structures, barriers and roads). Parking shall not obstruct traffic flow or fire hydrants in the area. Roads must have an unobstructed width of 20 ft. Clearance to fire hydrants must be maintained at 7 ½ ft to front and sides, and 4 ft to the rear. {NFPA 1, Florida 2010 Edition, Chapter 18}
- If applicant is not the property owner of location where the tent is to be placed, proof of permission from the owner or owner’s representative to locate the tent on the property must be provided.
- Payment of permit fees.

Any material installed or work performed prior to the issuance of a permit will be subject to two times the permit fee and/or required to be removed. A hard copy of the permit and an the approved site plan are required to be maintained on the tent site at all times and must be on site prior to any work being performed unless a limited early start request has been granted. Limited early start requests are considered on a case by case basis, are required to be submitted in writing on letter head and are not automatically granted.

3.3.260 Tent. A temporary structure, the covering of which is made of pliable material that achieves its support by mechanical means such as beams, columns, poles, or arches, or by rope or cables, or both. *(Temporary is a structure intended to remain in place for a period of not more than 180 days in any consecutive 12-month period.)*

11.11.1 General.

- 11.11.1.2** Tents shall be permitted only on a temporary basis.
- 11.11.1.3** Tents shall be erected to cover not more than 75 percent of the premises, unless otherwise approved by the authority having jurisdiction.

11.11.2 Flame Propagation Performance.

- 11.11.2.1** All tent fabric shall meet the flame propagation performance criteria contained in NFPA 701, *Standard methods of Fire Tests for Flame Propagation of textiles and Films.*
- 11.11.2.2** One of the following shall serve as evidence that the tent fabric materials have the required flame propagation performance:
 - (1) The authority having jurisdiction shall require a certificate or other evidence of acceptance by an organization acceptable to the authority having jurisdiction.
 - (2) The authority having jurisdiction shall require a report of tests made by other inspection authorities or organizations acceptable to the authority having jurisdiction.
- 11.11.2.3** Where required by the authority having jurisdiction, confirmatory field tests shall be conducted using test specimens from the original material, which shall have been affixed at the time of manufacture to the exterior of the tent.

11.11.3 Location and Spacing.

- 11.11.3.1** There shall be a minimum of 10 ft between stake lines.



Page 2 is required to be completed and signed.

- 11.11.3.2** Adjacent tents shall be spaced to provide an area to be used as a means of emergency egress. Where 10 ft between stake lines does not meet the requirements for means of egress, the distance necessary for means of egress shall govern.
- 11. 11.3.3** Tents not occupied by the public and not used for the storage of combustible material shall be permitted to be erected less than 10 ft from other structures where the authority having jurisdiction deems such close spacing to be safe from hazard to the public.
- 11.11.3.4** Tents, not exceeding 1200 ft² in ground area and located within fairgrounds or similar open spaces, shall not be required to be separated from each other, provided that safety precautions meet the approval of the authority having jurisdiction.
- 11.11.3.5** The placement of tents relative to other structures shall be at the discretion of the authority having jurisdiction, with consideration given to occupancy, use, opening, exposure, and other similar factors.

11.11.4 Fire Hazards.

- 11.11.4.1** The ground enclosed by any tent, and the ground for a reasonable distance but not less than 10 ft outside of such a tent, shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment. The clearing work shall be accomplished to the satisfaction of the authority having jurisdiction prior to the erection of such a tent. The premises shall be kept free from such flammable or combustible materials during the period for which the premises are used by the public.
- 11.11.4.2** Where prohibited by the authority having jurisdiction smoking shall not be permitted in any tent.
- 11.11.4.5 Fire-Extinguishing Equipment.** Portable fire-extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in locations as directed by the authority having jurisdiction.

11.11.6.1 Fired Heaters

- 11.11.6.1.1** Only labeled heating devices shall be used.
- 11.11.6.1.2** Fuel-fired heaters and their installation shall be approved by the authority having jurisdiction.
- 11.11.6.1.3** Containers for liquefied petroleum gases shall be installed not less than 60 in. from any tent and shall be in accordance with the provisions of NFPA 58, *Liquefied Petroleum Gas Code*.
- 11.11.6.1.4** Tanks shall be secured in the upright position and protected from vehicular traffic.

11.11.6.2 Electric Heaters

- 11.11.6.2.1** Only labeled heaters shall be permitted.
- 11.11.6.2.2** Heaters used inside tents shall be approved.
- 11.11.6.2.1** Heaters shall be connected to electricity by electric cable suitable for outside use and is of sufficient size to handle the electric load.

I attest that all required and applicable information noted above has been provided for review and approval and understand that inadequate or incorrect content is cause for permit denial.

Signature of Applicant or Applicant's Representative

Date