



OUTSIDE TENT PERMITTING & PROCEDURES

If you will be exhibiting a tent in the outside exhibit area, you may need to apply for a tent permit. Please review the following information/steps. Note the **October 2** deadline!

Exterior Tent Procedures:

1. If you are renting a tent from a local supplier who will be installing and dismantling your tent, they will be required to handle the permitting on your behalf. No further action is needed.
2. If you are bringing a 10'x10' or smaller "pop-up" tent (without sides) then you do not need to apply for a permit. No further action is needed.

All other tents should follow these procedures:

3. Fill out the "Application for Tent(s) Permit" (page 2-3) and send it to building event manager, [Tarra James](#) by **October 2**. She will create the tent letter needed for the application process. The application must be notarized in ink (if embossed, the original must be mailed by the deadline).
4. If you are the owner of your own tent and will supplying, installing and dismantling your tent, the following documentation will be needed before submitting to the permitting office:
 - a. Two (2) sets of the site plan. This includes both the setup underneath the tent and the location of the tent in the parking lot.
 - b. Two (2) sets of flame spread certification.
 - c. Two (2) sets of notarized letters from the property owner giving permission to put the tent on property. I.e. previously mentioned tent letter.
 - d. [Page two \(2\) of the building application](#) if value is over \$2,500.
 - e. The [Notice of Commencement](#) (NOC) form, if value of job is over the amount of \$2,500.
 - f. The Power of Attorney form or Credit Card Authorization form (see #6 below)
5. All forms (including the letter) must be submitted to [Cheryl Shelton](#) no later than COB **Thursday, October 12**. Cheryl will submit all documents to the Orange County Permitting Office to begin the permitting process.
6. If you choose, IAAPA will collect and pay for the permits in advance of the show. You will be billed for your permitting fees which typically range from \$100-300 depending on the number and size of tents you are bringing. Please complete the Power of Attorney form on the following page. Otherwise, complete the Credit Card Authorization form.

7. If the necessary documents are not submitted by the deadline; a tent permit may still be issued however, it may require you to go down to the Permitting Office and wait through the permitting process which can take several hours. Please plan accordingly.
8. The permit must be issued prior to tent installation and be posted visibly in the tent on location.

If you have any questions about this process, please contact exhibitors@IAAPA.org.

Application for Tent(s) Permit
Orange County Division of Building Safety

Rev.1/09

Permit Number: **B** _____

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 dimensions: _____ ft. X _____ ft.

Tent area: _____ square feet

Tent area: _____ square feet

Number of exits _____, each _____ ft. wide

Number of exits _____, each _____ ft. wide

Number of fire extinguishers*: _____

Number of fire extinguishers*: _____

Occupant load = _____ persons

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.



DIVISION OF BUILDING SAFETY
 201 S. Rosalind Avenue, 1st Floor
Reply to: Post Office Box 2687
 Orlando, Florida 32802-2687

Permits Fax - 407-836-5492 Phone – 407-836-5564
 Records Fax - 407-836-5492 Phone – 407-836-5768 (Re-inspections, CO's)
 Licensing Fax - 407-836-5502 Phone – 407-836-5522 (Escrow Deposits, License Renewal)
 Inspections Fax - 407-836-5502 (for Overtime Inspections only)

CREDIT CARD AUTHORIZATION

Date: _____

CARD HOLDER'S NAME: _____, authorizes the Orange County Division of Building Safety to process a charge against my credit card account in the amount of \$ _____ for the payment of:

- Permit Fee(s)
- Re-inspection fee(s)
- License or Recording Fee
- Escrow Deposit
- Overtime Inspection
- Other: _____

Contractor's License # _____

Company Name: _____

Company Email: _____

Permit number(s): _____

Type of Credit Card: Visa Master Card American Express Discover Card

Account Number: _____

Code # if required: _____ (Three or four digit number on the back of the credit card)

Credit Card Expiration Date: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Card Holder's Name as it appears on the Credit Card: _____

Authorized Signature: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Payment will not be accepted if this form is not completely filled out.
 The County will not maintain a record of your credit card information for future use.
 Therefore this information must be provided on a new form each time you use this service.



DIVISION OF BUILDING SAFETY

201 S. Rosalind Avenue, 1st Floor

Reply To: Post Office Box 2687 ▪ Orlando, Florida 32802-2687

Phone: 407-836-5550

www.ocfl.net/building

POWER OF ATTORNEY

Date: _____

I hereby name and appoint _____

of _____ to be my lawful attorney-in-fact to

act for me, and apply to the Division of Building Safety for a _____ permit

for work to be performed at a location described as:

Parcel ID #: Section ____ Township ____ Range ____ Subdivision ____ Block ____ Lot ____
(15 Digit Parcel Number)

Subdivision Name: _____

Owner of Property: _____

Project Address: _____

City: _____ Zip Code: _____

and to sign my name and do all things necessary to this appointment.

(Contractor Name) (Type or Print)

(Contractor's License Number)

(Contractor Signature)

The foregoing instrument was acknowledged before me this ____ day of _____

of 20____, by _____

who is personally known to me or who produced _____

as identification and who did not take an oath.

Notary Public (Print name)

Seal

Notary Public (Signature)