



**Land Use & Environmental Services Division (850) 891-7100**  
 Location: 435 N. Macomb Street  
 Mail: 300 S. Adams Street, Box B-28, Tallahassee, Florida 32301-1731  
 Fax: (850) 891-7184 Florida Relay Service TDD: 711

**TEMPORARY USE TENT/CANOPY PERMIT APPLICATION (\$202.60 FEE)**  
 (Required Only if Proposed Tent is in excess of 200 square feet or Canopy is in excess of 400 square feet)

**LOCATION OF PROPERTY**

Name of Business (if applicable): \_\_\_\_\_  
 Parcel Number: \_\_\_\_\_  
 Street Address or Description of Location (attach sketch of general location if necessary): \_\_\_\_\_  
 Zoning District (temporary uses are specifically prohibited in the *Rural* and *Residential Preservation* zoning districts): \_\_\_\_\_

**DESCRIPTION OF TEMPORARY USE/TENT PROPOSED**

Please describe the temporary use that will utilize a tent or canopy (be as specific as possible): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Dates of Operation (ex. 10/1/07 -10/10/07): \_\_\_\_\_  
 Hours of Operation: \_\_\_\_\_  
 Total Number of Days Requested (in calendar days): \_\_\_\_\_

**REQUIREMENTS SET FORTH IN THE CITY OF TALLAHASSEE LAND DEVELOPMENT CODE**

1. Adequate arrangement for temporary sanitary facilities must be provided.
2. No permanent or temporary lighting shall be installed without an electrical permit and inspection.
3. **The maximum length of a temporary use/tent permit is fifteen (15) calendar days, unless extended by the Building Official. All uses and hours of operation shall be confined to those specified in the permit.**
4. The applicant shall clear the site of all debris at the end of the special event and clear the site of all temporary structures within thirty (30) calendar days after the closing of the event.
5. The applicant shall provide adequate public parking for the exclusive use of the temporary use and guide traffic to these areas to prevent patrons from unlawfully parking.
6. The applicant shall not locate a structure or equipment within five-hundred (500) ft. of any residential property line.

**STATE OF FLORIDA REQUIREMENTS**

If it is anticipated that food will be prepared, served, or sold to the general public the applicant must contact the State of Florida Dept. of Business and Professional Regulation, Division of Hotels and Restaurants and secure any permits/approvals required by the State of Florida. The Division of Hotels and Restaurants phone number is (850) 233-5170.

**FIRE DEPARTMENT LIFE SAFETY REQUIREMENTS**

The Fire Department reviews proposed tents or similar structures associated with temporary uses for compliance with the applicable Life Safety Codes. Please refer to the reverse side of this form for a listing of Fire Department Life Safety requirements.

**The consumption of alcoholic beverages is not permitted, unless a special event permit has been issued by the City of Tallahassee and approval has been granted by the State of Florida.**

*I, the undersigned applicant, as the owner or authorized lessee of the above-referenced property, have read and agree to comply with all of the requirements set forth in this application/affidavit, including, but not limited to the Fire Department Life Safety requirements. I agree that if I fail to comply with any of these requirements, the City of Tallahassee will revoke the temporary use permit and I must cease all activities associated with the permit immediately. I agree to indemnify and hold harmless the City of Tallahassee for all damages, demands, or expenses of every character which in any manner be caused by the temporary use or structure.*

Applicant Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Signature of Applicant: \_\_\_\_\_

**City of Tallahassee**  
**FIRE DEPARTMENT LIFE SAFETY REQUIREMENTS**  
**(Attachment to Temporary Use Tent or Canopy Permit Application)**

Note: A canopy has no side walls or curtains other than valances not more than 18 inches deep. Structures having side walls or valances more than 18 inches deep shall be classified as a tent.

1. Completed Temporary Use Tent/Canopy Permit application indicating the property address and tax parcel identification number.
2. Indicate on application, the number of days of operation and the hours of operation. **Note: the maximum time limit is 15 calendar days.**
3. All guy wires shall be marked by fluorescent tape or ribbon for visibility.
4. The exposed portion of the ground stakes shall be covered, either by wrapping the exposed section with material, or covering the exposed section with tennis balls, to prevent individuals from becoming injured.
5. Provide a site plan (an outline of the property). The following information is required on the site plan:
  - a. The location of the proposed tent(s)/canopy(s) with relation to existing structures, other tents/canopies and property lines. **Note; no tent/canopy or equipment may be located within 500' of a residential property line.**
  - b. The location and number of portable toilet facilities if on-site facilities are not available. One H/C accessible portable toilet is required. Provide a copy of the receipt for temporary toilets.
  - c. Show all on-site available parking for the people using the tent.
  - d. Show with arrows, the direction of the traffic flow in the vicinity of tent.
6. Provide a seating plan/floor plan for evaluation for life safety code compliance.
7. A flame retardant certificate is required, indicating the FLAME RESISTANCE for the entire tent/canopy. For multi-section tents/canopies, a flame resistance certificate is required for each section.
8. A minimum 2A 10B:C classification fire extinguisher is required for each 1500 square foot of tent/canopy area. Be sure the required portable fire extinguisher has been certified and tagged by a state licensed fire extinguisher contractor within the last twelve months.
9. Provide "Exit" signs to be posted beneath the tent for an event to be held during hours of darkness.
10. If temporary power is required for the tent, a separate electrical permit is required for electrical service. Cords over walking surfaces shall be protected so as to not present a trip hazard.
11. Provide emergency lighting illuminating for the means of egress for an event to be held during the hours of darkness. The required emergency lighting shall be powered by a generator, not via building power. Only approved commercial grade generators shall be used at City sponsored events. Generators shall be separated from the tent/canopy by a minimum of 5 feet and shall be protected from contact by fencing, enclosure, or other approved means. Refueling shall be conducted only when not in use.
12. Provide "No Smoking" signs to be posted beneath the tent.
13. Cooking equipment shall be physically separated from the public by use of barriers such as an intermediate table or wood fencing.

*Tent permit applications are reviewed by Zoning and Fire Department plans examiners in compliance with adopted ordinances and life safety codes. Additional requirements may be imposed during the application review. The consumption of alcoholic beverages is not permitted, unless a special event permit has been reviewed and a permit issued by the City of Tallahassee Building Inspection Division. Any outside consumption of alcohol must be approved by the State of Florida, Division of Alcohol and Tobacco.*