CITY OF ALTAMONTE SPRINGS
TENT PERMIT APPLICATION
PHONE: 407-571-8433 FAX: 407-571-8445

PERMIT FEE: $35.00
REQUIRED FOR TENTS > 200 SQ FT OR CANOPIES > 400 SQ FT

Documentation required with submittal:

- ❒ Written permission from property owner or property manager
- ❒ Site plan indicating location of the tent / canopy (may be hand drawn but must be legible)
- ❒ Certificate of flame resistance from an approved testing laboratory or label on tent
- ❒ Open Air Sales License from City Clerk (if a Sales Event)
- ❒ Special events require a permit from the City Clerk (if a Special Event)
- ❒ Banners, balloons, etc. require a separate Attention Getting Device permit
- ❒ Electrical Permit is required for any electrical work. (Inspection is required prior to utilization)

INSTALLATION DATE: _____ REMOVAL DATE:_____

BUSINESS NAME: _____ PHONE: _____
ADDRESS: _____

TENT CONTRACTOR:_____
ADDRESS: _____
CONTACT NAME: _____ PHONE:_____

GENERAL REGULATIONS:

- Location shall be in a commercially-zoned area
- Minimum setbacks will be 50 feet for arterial roadways (SR 434 & SR 436) and 25 feet from all other property lines

INSPECTION REQUIREMENTS

- Inspections must be called in by 4:00pm on the day before the tent is to be placed
- Approved “No Smoking” signs must be posted
- Minimum of two (2) exits shall be provided and clearly marked
- Minimum of one (1) fire extinguisher shall be provided, Class 2A 10BC
- Greater than 200 seats require that the seats be fastened together.
- This permit does not authorize the sale of fireworks as defined in s. 791.01

_____ _____ _____
Printed Applicant Name Applicant Signature Date

_____ _____
Growth Management Review Date

❒ Approved ❒ Denied