

**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

