



1-B East Jefferson Street/ Post Office Box1799, Quincy, FL 32353  
Phone# 850-875-8665 Fax: 850-875-7280

**TEMPORARY TENT/CANOPY PERMIT APPLICATION**  
(Required if Proposed Tent is in excess of 200 square feet  
or Canopy is in excess of 400 square feet)

Date \_\_\_\_\_

Name of Business (Applicant) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Ph: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_ PH: \_\_\_\_\_

Parcel ID \_\_\_\_\_  
(Attach sketch of general location if necessary)

Address \_\_\_\_\_ City: \_\_\_\_\_ FL. Zip \_\_\_\_\_  
Location of property

Describe the temporary use that will utilize a tent or canopy (be specific as possible):

\_\_\_\_\_  
\_\_\_\_\_

Month and Days of Operation: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Total number of days: \_\_\_\_\_

**Requirements set forth in the Gadsden County Development Code:**

1. Adequate arrangements 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/canopy 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 with 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. (No parking on the right-of-way.)
6. Proof of use or lease of property by owner or authorized agent.

**State of Florida Requirements**

If it is anticipate that food will be prepared, served, or sold to the general public the applicant must contact the State of Florida Department of Business and Professional Regulation, Division of Hotels and Restaurants and secure any permits/approvals required by the State of Florida.

**Fire and Life Safety Requirements**

The Building Inspection Department review proposed tent or similar structures associated with temporary uses for compliance of the applicable Life Safety Codes. Please refer to the attachment of this form for a listing of Fire and Life Safety requirements.

**The consumption of alcoholic beverages is not permitted, unless a special event permit has been issued by 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 and life safety requirements. I agree that if I fail to comply with any of these requirements, Gadsden County will revoke the temporary use permit and I must cease all activities associated with the permit immediately. I agree to indemnify and hold harmless Gadsden County for all damages, demands, and 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** \_\_\_\_\_

State of Florida  
County of Gadsden

Sworn and subscribed before me by \_\_\_\_\_  
on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

Identification produced \_\_\_\_\_

Personally known \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

Seal

\_\_\_\_\_  
Printed Name of Notary

## FIRE AND 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, every 3 months.
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 being 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 with 10 feet 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.
  - 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 the tent(s).
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 County 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 intermediate tables or wood fencing.

Tent permit applications are reviewed by the Planning and Community Development Department 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 Planning and Community Development Department. Any outside consumption of alcohol must be approved by the State of Florida, Division of Alcohol and Tobacco.