



**Suwannee County Fire Rescue**  
**Fire Prevention Division**  
 13530 80<sup>th</sup> Terrace  
 Live Oak, FL 32060  
 Phone: 386-208-1484 Fax: 386-364-3488

**TENT PERMIT APPLICATION**

**EVENT, SITE, & APPLICANT INFORMATION**

Event Name:		
Event Address:		
City:	State:	Zip:
Dates of Event:	From:	To:
Type of Event:		

**APPLICANT INFORMATION**

Name:		Phone:
Address:		City:
State:	Zip:	Email:

**TENT INFORMATION**

Type of Tent: (circle one)	Open Canopy	Canopy with sidewalls	
Placement of Tent:	Pavement	Gravel	Grass
Tent Size:	Occupancy Use of Tent: <input type="checkbox"/> Assembly <input type="checkbox"/> Mercantile <input type="checkbox"/> Storage		
Vendor/Rental Company if applicable.			
Name:	Address:	City: State:	
Zip:	Phone:	Date Ready for Inspection:	
Onsite Point of Contact:	Name:	Phone:	

**DETAIL DRAWING LAYOUT**

SHOW IN DRAWING SPECIAL EVENT LAYOUT, TENT LAYOUT, INCLUDING STAKES, EXITS, AND EMERGENCY ACCESS, GATE POINTS, ETC



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APPLICATION INFORMATION CONTINUED		
<p><b>I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge. I agree to comply with all state statutes, County ordinances, federal, state, and local regulations which govern special events and tent usage. I certify that I am authorized by the organization name herein to act as its agent for the herein-described activity. I and the organization on whose behalf I make this application, hereby represent, stipulate, contract, and agree that we jointly and severally indemnify and hold Suwannee County harmless against all liability, including court costs and attorney fees, for any and all claims for damage to property, or injury to or death of persons arising out of or resulting from issuance of the permit or the conduct or the activity of which it was issued for and the actions or failure to act on the part of the applicant's representatives, employees, agents, servants, invitees, or any persons connected to the applicant.</b></p>		
SIGNATURE		
Signature:		
Name (printed or typed):		
Title (printed or typed):		
FIRE OFFICIAL USE ONLY BELOW THIS LINE		
Fire Department:	Approved	Disapproved
Fire Official's Representative:		Date
Reviewer's comments/required equipment.		

A tent up to 900 square feet is exempt from the Florida Fire Prevention Code, including the national codes incorporated by reference. 633.202 (17) therefore a permit would not be required if you meet this exemption.

**Instructions for completing the Permit Application:**

Careful completion of the form will help to avoid delays in processing. It is important that you follow the instructions and provide clear and accurate information. Submit all necessary documents with the application.

When filling out this form:

- Do not use white-out on application or attachments
- Type or use Black Pen and print clearly
- Do not write in the fire official use section
- Submit 10 days before the event.
- Include detailed drawings of the display layout.
- Include Certificate of Liability Insurance.
- Include a Tent Flame Certification.
- Submit payment of \$65.00 (We do not accept Credit Card Payments). Checks or money orders should be made payable to Suwannee County Fire Rescue.
- Application and payment shall be mailed to: 13530 80<sup>th</sup> Terrace, Live Oak, FL 32060 or emailed to prevention@suwcountyfl.gov