



## TENT/CANOPY PERMIT REQUIREMENTS

The following required documentation shall be submitted to obtain a permit for a Tent over 200 square feet and a Canopy over 400 square feet.

1. Complete a Seminole County Special Events and Outdoor Sales Permit Application.  
<http://www.seminolecountyfl.gov/gm/planning/noiseexemption.aspx>
2. Provide copy of legal description of the property. This may be obtained from the Seminole County Property Appraisers website.  
<http://www.scpafl.org/>
3. Provide a Letter of Permission from property owner allowing the tent/canopy on the property.
4. Copy of Site plan showing location of the tent/canopy, the adjacent structures and all access roads
5. Certificate of Flame Resistance for the tent/canopy (s) including all sidewalls.
6. If applicable, a layout depicting the location and spacing of chairs, tables, shelving, etc. that effect egress shall be provided.
7. If tents are not staked, a letter sealed by an engineer must accompany the permit ensuring that the method of securing the tent meets the minimum wind and suction pressure as requires by NFPA 102.
8. Other permits such as electrical maybe required.

*Note:*

*Codes in affect for tents include NFPA 1, Uniform Fire Code, NFPA 101, Life Safety Code and NFPA 102, Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures*

**Seminole County Fire Prevention  
407-665-5129**