

TENT PERMIT SUBMITTAL REQUIREMENTS

The following required documentation is required be submitted to obtain a permit for a tent over 900 square feet.

1. Complete a Seminole County **Special Events and Outdoor Sales Permit Application** found on the [Planning and Development's Forms, Applications and Resources page](#).
2. Complete a Seminole County **Commercial Permit Application** found on the Building Division's [Forms and Applications page](#) under the Commercial Section.
3. Provide copy of legal description of the property. This may be obtained from the Seminole County Property Appraisers website. <http://www.scpafl.org/>
4. Provide a letter of permission from property owner allowing the tent(s) on the property.
5. Copy of Site plan showing location of the tent(s), the adjacent structures and all access roads.
6. Required documents, drawings along with code requirements for tents can be found on the Seminole County Fire Prevention Division's **Special Event Requirements document** on the Building Division's [Forms and Applications page](#) under the Fire Prevention Section.
7. Other permits such as electrical may be required.

**Any questions relating to tent permit requirements, please contact the
Seminole County Fire Prevention Team at
407-665-5129**