DEPARTMENT OF DEVELOPMENT SERVICES
CITY PLANNING DIVISION

For Internal Use Only

Permit_____

Date_____

Tel. (239) 574-0776
Fax (239) 574-0591
P.O. Box 150027
Cape Coral, FL 33915-0027

TENT / SEASONAL PERMIT APPLICATION

Please Select Appropriate Permit Application Type: (Select One of The Following)

(***TENT PERMIT ONLY -*** *Note to Applicant: A tent permit is not required if the tent is under 100 sq. ft.)*

TENT PERMIT APPLICATION REQUNIREMENTS

ALL TENT PERMITS MUST PROVIDE THE FOLLOWING

1. ☐ **Liability Insurance**
2. ☐ **Flame Certificate**
3. ☐ **Site Plan**
4. ☐ **Owner Affidavit (Find affidavit attached) singed and notarized**

Tent on Improve Land

1. ☐ The fee for tents is $45 if on improved land.
2. ☐ If applicable, an additional $45 fee is required for Seasonal Events.
3. ☐ If any individual tent is 900 sq. ft. and over, plans will need to be reviewed by the Fire Department and an additional fee of $40 will be assessed.
4. ☐ Permits are required to be issued prior to the assembling of the tent on any property.
5. ☐ Any tents that are put up prior to issuance of a permit will have a double fee added to it.

Tent on Un-Improve Land

1. ☐ $125 fee if on unimproved land ($45 Zoning, $40 Fire, and $40 Site Development).
2. ☐ If applicable, an additional $45 fee is required for Seasonal Events.
3. ☐ Permits are required to be issued prior to the assembling of the tent on any property. Any tents that are put up prior to issuance of a permit will have a double fee added to it.

Tent Permit for Special Events

If the tent is being used for a seated event of more than 100 people your site plan requires (per NFPA 1, Fire Code, 25.2, tents) to show the following:

1. ☐ 12’ fire lane around tent for fire department vehicle access
2. ☐ Fire extinguishers
3. ☐ Emergency lights and exit signs
4. ☐ Seating ting chart with chair spacing
5. ☐ Generator locations
6. ☐ No smoking signs
7. ☐ For any questions, please contact Lora Greenwell at 239-242-3621 or Robert Salvaggio at 239-242-3629.

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SEASONAL / TENT PERMIT REQUIREMENTS

(*To Include not seasonal Tent Permits)*

- No truck, automobile, or trailer may be used for residential purposes during any special event unless otherwise approved by City Council.
- Please refer to noise ordinance section 12-22 of the Code of Ordinances for regulations with music and loud speakers.
- The application for Firework Sales may be submitted concurrently with the Seasonal Permit/Tent Permit Application to obtain **one** permit.
- Sign Permit (maximum of 32 sq. ft.) (i.e. median, banners, flags, balloons) $55.00 per permit.
- You should plan on a minimum of 7 to 10 business day timeframe for your application to be processed.
- Flame Spread Certificate for the correct size tent(s) being set up.
- Electrical Permit (*Apply for in Building Division, Permitting)* for any temporary power connections are required. No permit required for portable generator.
- Site plan showing tent location(s) with the dimensions from the property lines, existing structures, location of equipment, all streets, entrances, exits, parking areas and/or restroom facilities.
- All drive entrances and exits will need to be defined with the use of “CAUTION” red, pink, or yellow tape to create an in/out to the event.
- Entrances and exits will not be permitted over a curb, gutter or sidewalk. For any questions pertaining to this can be answered by our Zoning Division 239-574-0553.
- Tenant may apply for permit with a notarized letter from the property owner or a copy of lease agreement.
- Proof of current liability insurance.
- If applicable, a license for each location is required. Check with licensing to ensure valid prior to being issued any tents. Retail merchants such as Lowes, Home Depot, etc. don’t require an additional license as they already have a retail license Apply for in the Code Compliance Division (Licensing).

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SEASONAL/TENT PERMIT APPLICATION

EVENT INFORMATION

Name of Business/Organization Hosting Event: _____

Description of Event / Project: _____

Seasonal Event: ☐ YES ☐ NO (Please indicate event type)
Seasonal Event Type: ☐ Pumpkin Sales *(Oct 1 – Nov 5)*
☐ Christmas Tree Sales *(Nov 15 – Jan 1)*
☐ Firework Sales *(Dec 15 – Jan 1 & June 1 – July 10)*

******Event may be open from 8:00 A.M. to 10:00 P.M.******

CONTACT INFORMATION

Contact Name: _____ Email: _____

Phone Number: _____ Address: _____

PROPERTY INFORMATION

Property Owner: _____ Strap #: _____

Site Address: _____

City: _____ State ____ Zip _____ Unit _____ Block_____ Lot _____

Phone #: _____ Zoning: _____

TENT PERMIT INFORMATION

Number of Tents: _____ sq. ft. _____ Side Walls: YES ☐ NO ☐

Date(s) of Event: _____ to _____ Hour of Operations: _____ to _____
Date tent will be put up: _____ Date tent will be put down: _____

Electric: YES ☐ NO ☐ *(If yes, a separate electric permit is required)*

Music/Loud speakers: YES ☐ NO ☐

Inspection Date: _____ Time: _____

If unknown, please contact (239) 242-3264 to schedule inspection

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I further certify that I have entered into a contract with the owner/agent of the subject property to make the specified improvements to, or perform the contracting at, the real property specified in this application. I have also made the owner/agent aware of the provisions of the home buyers protection act.

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I certify that all the foregoing information is accurate, the city has been advised of all easements on the property and all work will be done in compliance with all applicable laws regulating construction and zoning. I acknowledge and accept responsibility for compliance with the current Florida building code, regulations and ordinances, as well as the payment of all legally constituted fees regarding this development application, including but not limited to all review fees, permit fees and impact fees.

I understand that a separate permit must be secured for electrical work, plumbing, signs, wells, pools, furnaces, boilers, heaters, tanks, and air conditioners, etc. **NOTICE**: in addition to the requirements of this permit, there may be additional restrictions to this property that may be found in the public records of this county or that may be required from other governmental entities such as water management district, state agencies or federal agencies. **OWNERS AFFIDAVIT**: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning. **OWNERS ELECTRONIC SUBMISSION STATEMENT:** under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

(ALL SIGNATURES MUST BE NOTARIZED)

_____ _____

APPLICANT NAME (TYPE OR PRINT) APPLICANT SIGNATURE

I have read and understand the above instructions.

I certify that all the information provided aforesaid is accurate and that this event and all related work will be done in compliance with all applicable laws of the City of Cape Coral and all applicable Federal, State and County Laws; and certifies that all information supplied is correct to the best of my knowledge.

STATE OF _____
COUNTY OF_____

Sworn to (or affirmed) and subscribe before me, by means of ☐ physical presence or ☐ online notarization,

this _____ day of _____, 20 by _____who is personally known to

me or produced _____ as identification.

Exp Date: _____ Commission Number: _____

NOTARY STAMP HERE

Signature of notary Public: _____

Printed Name of Notary Public: _____

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SEASONAL/TENT PERMIT APPLICATION - OWNER AFFIDAVIT

(SIGNATURE MUST BE NOTARIZED)

Date: _____, 20_____.

I, _____ Owner of the property located at
(OWNER'S NAME)

_____ hereby authorize _____,
(PROPERTY ADDRESS) (APPLICANT'S NAME)

to assemble a tent on the property mentioned above.
I understand that the assembly of a tent might be in place for the purpose of a seasonal event.

I certify that all the information provided aforesaid is accurate and that this event and all related work will be done in compliance with all applicable laws of the City of Cape Coral and all applicable Federal, State and County Laws; and certifies that all information supplied is correct to the best of my knowledge.

_____ _____
OWNER'S NAME (TYPE OR PRINT) OWNER'S SIGNATURE

STATE OF_____
COUNTY OF_____

Sworn to (or affirmed) and subscribe before me, by means of ☐ physical presence or ☐ online notarization,

this _____ day of _____, 20___ by _____who is personally known to

me or produced _____ as identification.

Exp Date: _____ Commission Number: _____

NOTARY STAMP HERE

Signature of notary Public: _____

Printed Name of Notary Public: _____