



SPECIAL EVENT TENT CHECKLIST

Rev: 1 | Revision Date: 2/17/2017 | Print Date: 2/17/2017
I.D. Number: SETC

Please verify that your permit application for special event tents or canopies (permit type BCanopy) contains all applicable items required for permit issuance. Your permit application will not be processed if the required information is not complete or marked “not applicable”.

___ Only City approved events can be permitted. A copy of the City Commission’s event approval is required. Please note that at this time the City does not permit tent sales/events on private property.

___ Permit Application (permit is valid for 30 days from date of issuance).

___ Owner Builder Affidavit if homeowner is acting as contractor (owner must provide proof of homesteaded residency at job address). This affidavit must be signed before a Notary Public at the Building Department.

___ Special event organizers may act as contractor for small tents at art fairs and similar events.

___ Tent Fabric Flame Spread certificate and sample of fabric.

___ 2 complete layout plans of tent with location of fire exits, no smoking signs, sand buckets, ABC fire extinguishers, and water fire extinguishers. If there will be electric, a separate electrical permit is required.

___ Copy of State of Florida Fireworks Seller/Vendor license for the sale of fireworks (if applicable).

___ Portable toilets required for remote locations (Broward County Health Department Reg. 64-6.0101, FPC 403.1, FBC 11-4.1).

Applications and documents will be reviewed for approval by the following disciplines: Zoning, Structural, Electrical and Fire Safety.

PLEASE NOTE:

Fire Safety final inspection and electrical rough inspection must be scheduled after the tent is installed but prior to occupancy.

Final structural and electrical inspections must be scheduled when all tents are removed.