

TENT INSTALLATION NOTIFICATION

Installation dates: _____ Number of tents: _____ Size: _____
Installation address: _____
Tent company: _____
Address: _____ Phone: _____
Leased by: _____ Phone: _____
Tent to be used for: _____

1. Permits, when required, shall be charged the following fees: Fire Department inspection fee - \$50.00, Plan review fee - \$50.00. Inspections of any tent less than 1350 square feet shall be at the discretion of the local authority.
2. Collier County Planning requires that a temporary use permit be obtained for any tent erected in connection with a non-residential use, and a separate fee is required from which non-profit organizations are exempt. This permit may be obtained at the Planning Desk in the front lobby of the Community Development Services building. For questions, call 403-2400 and ask for the Front Desk Planner.
3. **PERMITS AND INSPECTIONS ARE REQUIRED FOR THE FOLLOWING:**
 - a. All tents in excess of 1350 sqft.
 - b. Any tents that are to be used for assembly purposes {NFPA 101 Chapters 12 & 13 generally fifty or more people} Some examples are circuses, shows or performances, dancing, dining, meeting, or any other use in which 50 or more people will be **grouped under the tent**. These tents shall also meet all the requirements for assembly occupancies.
 - c. All tents under which cooking occurs. (See item #12 below)
 - d. Tents used in conjunction with flammables including but not limited to fireworks, solvents, petroleum products, Christmas trees etc.
4. All tents require that Florida tagged fire extinguishers be installed, minimum 2A10BC @ 75' maximum travel distance, additional extinguishers or alternate spacing may be required by the local authority.
5. No driveway, fire lane, fire hydrant, or FDC etc. shall be blocked by any tent installation.
6. All tents shall be located at least 10 feet away from buildings.
7. No smoking shall be permitted in any tent and signs shall be installed to indicate this.
8. All tents that will be used after dark or have sides or walls require lighting and emergency lighting to be installed.
9. Exits and exit ways may not be blocked or obscured by tables, chairs, decorations etc.
10. A minimum width of 3 feet is required for all exits and exit way.
11. No open flames are permitted under any tent. Unless approved by the local authority.
12. Food warming devices such as "Sterno canisters" shall be permitted when used with required holders/equipment.
13. Cooking shall be allowed under "cooking only" tents, with appropriate fire extinguishers listed for the intended cooking use.
14. Tents with missing or damaged Proof of flame resistance certification, Shall be permanently numbered, replacement documentation shall be clearly marked with the same tent number. This documentation shall be on site and available for review.

Permit applicant is responsible to fax or deliver this document to the local Fire Department.

I, _____ have been informed of the code requirements for the use of the tent that I have rented; I fully understand what the requirements of use are. Should I have any questions concerning the use, or applicable fire codes I will contact my local fire department for assistance. I further acknowledge that the local fire department may at their discretion conduct a fire inspection of the tent that I have rented and that I may be held liable for any fines or penalties that may be assessed due to any violations of code or ordinance.

Signed: _____ Date: _____

***Abuse and or misuse of this document shall lead to the revocation of this policy, and reinstatement of the original procedures for tent permitting and inspection.**

Big Corkscrew Island Fire Department Office {239} 348-8006 Fax {239} 348-8007
East Naples Fire Department Office {239} 774-2800 Fax {239} 774-3116
Golden Gate Fire Department Office {239} 348-7540 Fax {239} 348-7545
Immokalee Fire District Office {239} 657-2700 Fax {239} 657-9489
Isle of Capri Fire Department Office {239} 394-8770 Fax {239} 394-5862
Ochopee Fire Department Office {239} 695-4114 Fax {239} 695-3473
North Naples Fire Department Office {239} 597-9227 Fax {239} 597-3522
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