



## Building Department CHECKLIST FOR TENT PERMIT

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### Pre-Approvals Required:

Planning Department

Fire Department (Applicant shall submit directly to Fire Department)

**PERMIT APPLICATION** – The following information must be completed on the tent permit application:

- For office use only - Permit number, pin number and DPCR#
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Description of the work
- Duration of time tent will be erected
- Notarized Contractor/owner builder signature

**PLANS AND DOCUMENTS** – Provide 2 copies:

- Location map, showing location on tent on property
- Copy of St. Lucie County Fire tent permit
- Flame retardant certificate from tent manufacturer
- Tax Receipt or Vendor Permit, if applicable
- Insurance certificate (in amounts per tent application)

### Permit Requirements:

- Please verify with the St. Lucie County Fire District if a permit is required.
- A permit only required with the Building Department if it meets one of the following criteria:
  - Tent is 900 square feet or larger (longer than 30ft in length or width)
  - Tent is 120 square feet or larger **and** intended to be used for gathering of 10 people or more.
  - Tent is erected for 180 days or more.

*This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.*