



Building Division
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Tent Checklist

This checklist is for the temporary installation of tents. The submittal must include the following items and show compliance with the current edition of the Florida Fire Prevention Code.

GENERAL REQUIREMENTS:

<input type="checkbox"/>	<p>PERMIT APPLICATION – Apply online at www.PermitGNV.com - Do not upload construction documents to PermitGNV. All construction documents must be submitted to ProjectDox for review, which you will receive access to <u>after</u> the permit application is applied for and paid.</p> <p>Note: All sub trade work will require separate permits. (Electrical, mechanical, plumbing, gas, etc.)</p>
<input type="checkbox"/>	<p>SUBMITTAL QUALITY –</p> <ul style="list-style-type: none"> • File names must clearly identify the content. • All files must be clear & legible. • All files must be orientated properly w/out requiring further rotation to read. • All files must have a 4" x 4" blank area at the top-right corner of the page reserved for City Seal. • Drawings must include owner's name & project address. • Drawings must be drawn to an approved scale or show the dimensions of all rooms/areas. • Drawings must be submitted as individual files. Min. drawing sheet size 11"x17" - No Max.

SUBMITTAL REQUIREMENTS:

<input type="checkbox"/>	Provide a site plan of the entire property showing and clearly labeling all existing buildings/structures on the property, the location(s) and size(s) of the proposed tent(s), and the distances from the tent(s) to all property lines.
<input type="checkbox"/>	Provide a notarized Letter of Authorization from the owner or authorized agent of the owner, granting you permission to install the proposed tent(s) on the property.
<input type="checkbox"/>	<p>Provide an interior layout of the tent(s) showing and clearly labeling:</p> <ul style="list-style-type: none"> • The size and location of all exits. • Interior dimensions including table dimensions. • Location of all displays, equipment, tables, chair, and support poles. • Distances between tables and chairs. • Where the tent will be anchored to the ground.
<input type="checkbox"/>	Provide anchoring details on how the tent will be secured to the ground.
<input type="checkbox"/>	Provide a written scope of work indicating the size(s) of the tent(s) and if any electrical, mechanical, plumbing, or gas work will be added to the tent. A scope of work form is available under Building Forms on the City website. Fill in each section and/or check the boxes if no work is being done.
<input type="checkbox"/>	Provide a copy of the Certificate of Flame Resistance which indicates the tent fabric meets the flame propagation performance criteria.
<input type="checkbox"/>	A separate special event permit may be required. For more information on Special Event permits and if your event requires one, please visit this link: https://www.gainesvillefl.gov/Government-Pages/Government/Departments/Parks-Recreation-Cultural-Affairs/Host-An-Event-In-Gainesville
<input type="checkbox"/>	<p>FIREWORK TENTS ONLY – No more than 12 firework tent permits will be issued by the City of Gainesville Building Department in any calendar year per Florida Statute 791.07. Firework tent applications <u>cannot</u> be submitted more than 6 months in advance of the event. Plans for firework tents shall include all previously noted documentation, as well as any additional information that may be required to show compliance with section 65.10 of the Florida Fire Prevention Code.</p>