



Charlotte County Government

"To exceed expectations in the delivery of public services."

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Commercial TENT Fire Permit Application Checklist

(01/2016)

- 1. **Application form (3 pages)** (1 original with "wet" signature(s) plus 1 copy).
 - a. Description of Work indicated on form (e.g. Tent: Date of Installation & Date of Removal).
 - b. Property Address indicated on form.
 - c. Property Owner information on form.
 - d. Contractor information on form.
 - e. Size of tent indicated on page 3 of the form (Trade Permit/Fire Permit, last item on the form).

- 2. **Site Plan** (2 copies); prints from Google Earth or the county's GIS, may be used if desired.
 - a. Indicate on plan the location of proposed tent.
 - b. Indicate on plan existing buildings, structures & parking areas.
 - b. Label on plan all abutting streets with their names.
 - c. Label on plan the address of each building on the site.

- 3. **Owner's Written Permission** (2 copies) stating that they are the owner of the property & give permission for the tent installation on their property. The address of the property must also be stated.

- 4. **Certificate of Flame Resistance** (2 copies) from the tent manufacturer.

- 5. **Permit Fee**: \$94 (i.e. \$90 building flat fee plus \$4 surcharge).
Note: Checks are to be made payable to "CCBCC" or "Charlotte County Board of County Commissioners."
Mastercard or Visa credit/debit cards or cash may also be used to make payments.

DJ: ChecklistCommercialTentPermitApp

COMMUNITY DEVELOPMENT DEPARTMENT

Permits | Inspections | Plans Review | Building Code Enforcement

Building Construction Services Building

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