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.
   c. Label on plan all abutting streets with their names.
   d. 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.

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