

# PACE FIRE RESCUE DISTRICT



## Fire Prevention Division

<b>Tent/Canopy Permit Application</b> Submit plans to: <b>Administration</b> <b>4773 Pace Patriot Blvd. Pace, FL 32571</b>	Santa Rosa County Permit #
	Suppression Permit #
	Permit Fee Paid    Yes    No

A single tent more than 900 square feet shall require a permit per FSS 633.002 (17)

### Installation Location

Name of Event:	
Event Address:	
Facility/Area Name:	Proposed Occupant Load:
Event Date(s):	Event Times:
Tent Set-up Date:	Tent Removal Date:
Desired Inspection date:	Desired Inspection Time:
Number of tents larger than 900 Sq Ft:	
Sizes of tents (up to 4 per permit): #1: _____ x _____    #2: _____ x _____    #3: _____ x _____    #4: _____ x _____	
Describe activities that will take place under the tent/canopy:	

### Property Owner

Property Owner/Rep Name:	Owner/Rep Contact Number:
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### Event Coordinator (Primary responsible party to coordinate safety inspections)

Coordinator:	Cell Phone:		
Address:	City:	State:	Zip:
Email:	Will this contact be on site event: Yes		No

### Installing Contractor

Installing Coordinator:			
Address:	City:	State:	Zip:
Contact Name:	Phone:		
Email:	Santa Rosa County Business License #:		

### Permit Applicant (Complete if other than installing contractor)

Applicant:	Event coordinator above	Installation Contractor above	Other, complete this section	
Company/Person Obtaining permit:				
Address:	City:	State:	Zip:	
Contact Name:	Phone:			
E-mail:	Santa Rosa County Business License #:			

**Plan Submittal Checklist**

The following checklist is provided as a **summary of the minimum** information required before a review will be initiated. It is the permit applicant’s responsibility to have a thorough working knowledge of the applicable ordinances, codes, and/or standards. Failure to provide the needed information will delay the review process. Submit one copy of this application and the following:

**Submit a site plan that is drawn to scale or includes adequate measurements that includes:**

- a. The area of the tent’s installation including guywires and support ropes
- b. Fire Department access roads
- d. Distances to property line, buildings, other tents, parked vehicles, or other operating equipment
- f. Location of heating units, fuel sources for units, location of generators or similar equipment
- g. Approximate wiring routing on floors, how secured and ramped over

**Submit a scaled floor plan of the tent or canopy, which includes the proposed layout of:**

- a. Tables, chairs, aisles, stages, switchboards, buffets
- b. Fire extinguishers, exits, exit signs, and the use of exit doors vs. open side wall areas
- e. Heaters, food warming equipment, and other associated equipment

**Submit a copy of the fire-retardant certificates**

- a. Provide a copy of the certificate for each tent/canopy requiring permit
- b. Tent’s and canopies must have a label permanently attached to the material
- c. All floor coverings, curtains, tablecloths, banners, etc. shall meet the appropriate fire-retardant requirements

**Contact Info:** Pace Fire Rescue District  
 4773 Pace  
 Patriot Blvd.  
 Pace, FL 32571  
 P: (850) 994-6884 F: (850) 994-3683  
 Monday-Friday 8am-5pm

**Request for review and permit**

I understand and agree that this permit is only for this project and provides authorization for the limited scope of work identified on the permit and the permit remains the property of Pace Fire Rescue District. By signing below, I certify that I am an authorized agent for the company performing the work stated above, appropriately trained and qualified for the scope of work proposed, and all information provided is true and correct. I understand that if any information provided is found to be incorrect or falsely stated that any permits granted from this application are immediately null and void. I agree to comply with the ordinances of this jurisdiction and to perform the work herein stated in accordance with the submitted plans, specifications, applicable codes, and standards, and shall be responsible for any and all violations of state laws and local ordinances. I understand that any alternation or change in plans made without written approval after the issuance of the permit shall constitute grounds for revocation of such permit and that all work is subject to field inspections.

Permit void if work is not started within six months of the date of issue or if work stops for a period of six months. All permits expire two years from the date of their issuance. Additional permits shall be required for any additional work not authorized under a permit issued for this application. Applicant is responsible for calling to schedule all required inspections.

\_\_\_\_\_  
Name of person making application

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date