



August 27, 2010

MEMORANDUM

**Bulletin G- 06-10
(Revision of previous Bulletins G-16-99 and G-21-02)**

TO: All Permit Applicants

FROM: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

RE: **Tent Permit Processing**

There are varying procedures depending on which of the three (3) categories your tent falls into:

- **Category A** - Tents less than 800 square feet that are not used for cooking, fireworks, or storage or sales of combustible material (see Bulletin G-07-01.). **No Permit Required**
- **Category B** – Tents over 800 square feet, not used for cooking, fireworks, or storage or sale of combustible material, and not considered an assembly occupancy per the Florida Building Code (FBC).
- **Category C** –Tents over 800 square feet and are to be considered an assembly occupancy per the FBC; or any tent used for cooking, fireworks, or storage or sale of combustible material.

Below are the requirements for issuance of permits for tents for Categories B and C.

CATEGORY B

1. **Site plan showing location of tent (two copies).**
2. **Completed Building permit application.**
3. **Affidavit for electrical work signed by owner. (Must be signed by property owner, and notarized).**
4. **Zoning’s approval on Building permit application.**
5. **Fire Marshal’s approval on Building Permit application.**
6. **Process application at Plan Review counter.**
7. **Pay Tax Collector for permit.**

Details

1. The applicant will need to complete a Building permit application obtained from the building counter on the 2nd floor, 214 North Hogan Street, Jacksonville, Florida. On the application under Type of Improvements use “Other”, then print “tent” under BRIEF DESCRIPTION OF WORK, and put the start date and stop date. The electrical affidavit statement states that you need an electrical permit for any electrical lighting or electrical service to the tent. The affidavit needs to be attached to the permit when submitted
2. Verify the zoning designation of property. Zoning will only allow tents for outside activity in a CCG2 zoning designation. Please have both the address and RE# if possible.

3. The applicant will then need to go to the Fire Marshal's Office, located next to the building counter for the Fire Marshal's approval. They are open 7-4, Monday-Friday. The Fire Marshall will need the Certificate of Flame Resistance for the tent in order to sign off on the permit.
4. Next to last stop is Building Permits counter to have the permit application processed and typed. Here you will be given a transmittal, which you take to the Tax Collector's Office (located in the same building, same floor, out by the escalator) and pay the \$100.00 fee. The Tax Collector's Office will give you the permit.
5. The tent permit will be valid for a maximum of 30 days or within the lesser date range as noted on the application. The process will need to be repeated for each renewal.

CATEGORY C (First four items same as Category B)

1. **Site plan showing location of tent (two copies).**
2. **Completed Building permit application.**
3. **Affidavit for electrical work signed by owner. (Must be signed by property owner, and notarized).**
4. **Zoning's approval on Building permit application.**

If the tent is considered an assembly occupancy, the permit application and plans must be submitted to the building counter for review, this will NOT be a walk-thru permit. The counter will generate a plan review fee transmittal which must be paid prior to the plans being reviewed. The project will follow the traditional plan review/permit issuance process as any typical building.

If the tent is not considered an assembly occupancy, continue the steps below.

5. **Process the application at the Plan Review counter to obtain a permit number.**
6. **Proceed to Fire Marshal's office for approval on Building Permit application.**
7. **Complete processing application at Plan Review counter.**
8. **Pay Tax Collector for permit.**

Details

1. First four items same as Category B.
2. Proceed to one of the Plan Review counters to have permit information entered and receive a temporary permit number.
3. The applicant will then need to go to the Fire Marshal's Office, located next to the building counter for the Fire Marshal's approval. They are open 7-4, Monday-Friday. The Fire Marshall will need the Certificate of Flame Resistance for the tent in order to sign off on the permit.
4. Return to the Plan Review counter to have any additional permit information added. Here you will be given a transmittal, which you take to the Tax Collector's Office (located in the same building, same floor, out by the escalator) and pay the permit fee. The Tax Collector's Office will give you the permit.
5. The tent permit will be valid for a maximum of 30 days or within the lesser date range as noted on the application. The process will need to be repeated for each renewal.

AFFIDAVIT FOR ELECTRICAL WORK IN OR AROUND A TENT

B - ____ - ____ . ____
(permit number)

To: City of Jacksonville, Building Inspection Division
214 N. Hogan Street, Second Floor
Jacksonville, FL 32202

From:

Before me the undersigned, personally appeared _____
(name of owner)

Who being first duly sworn deposes and says:

1. That the tent to be erected at _____ will not have any electric lighting or electric service. This includes electric running off of a generator.
2. If an electric service or generator is used for lighting or electric power it will be installed in accordance with the National Electric Code.
3. All electric work will be performed by a licensed electrical contractor and permitted through the Building Inspection Division.

I understand that if any electric service is used that has not been permitted that I am subject to the City of Jacksonville revoking my tent permit and ordering the premises immediately vacated.

Signed: _____ Date: _____

Print Name: _____

Before me this ____ day of _____ in the county of Duval, State of Florida,

has personally appeared _____ herein by himself/herself and affirms that all statements and declarations herein are true and accurate.

Notary Public at Large, State of _____, County of _____

Personally Known ____ or Produced Identification ____

ID Type _____