

## Tent Permit Applicant's Development Guide

Development Services Department – Planning & Zoning Division

City of Panama City, City Hall, 501 Harrison Avenue, 2<sup>nd</sup> Floor, Room 217, Panama City, FL 32401

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Fee Item	Application Fee	Review Fee	Total Fee
Tent for Public Assembly	\$50	N/A	\$50
All Other Tents	\$25	N/A	\$25

**All applications, materials, plans, documents and fees are required to be submitted electronically via the Development Services Department's online application portal. Submission via e-mail will not be considered. Ownership and Applicant Authorization Forms will also need to be submitted electronically.**

Tents which have a covered area of more than 100 square feet must have a permit.

- Application Requirements:
  - Submittal of completed application and payment of applicable fees;
  - A copy of the Fire-Retardant Certificate/Code for the tent being permitted; and
  - A site plan (drawn to scale) which shows the location of the tent and proof of approval from the property owner.
- An applicant shall file an application for the permit with the Development Services Department. Such request shall set forth in full, the name and address of the applicant together with a definite description of the proposed location of the tent or temporary structure, the use to be made of the proposed tent or structure, the size, material, dimensions and certificate of flameproofing thereof, together with other information that may be required. The application shall be subject to the approval of the fire marshal. The fire marshal shall approve or disapprove the application based on compliance with applicable fire codes. The building official shall approve or disapprove the application based on compliance with applicable Codes.
- No permit shall be issued for a period of more than 30 days. Any person who shall erect, construct, maintain or assist in the erection, construction or maintenance of a tent or temporary structure, or who operates a use in a tent or temporary structure without having a written permit therefore, shall be in violation of this section.