



Permit #
_____ - _____

Tent Permit Application

201 W. Central Ave., P.O. Box 1320, Lake Wales, FL 33859-1320
 Phone (863)678-4182 Ext. 714 / Fax (863) 678-4050
 Email: permitting@lakewalesfl.gov

Please Print

Special Event: Yes No

Parcel ID #: _____ Property Owner: _____

Address: _____ Phone: _____

Event Date or Dates: _____ Tent Set-up Date: _____

Removal Date: _____ Event Times: _____

Applicant Name: _____ Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Phone number to be reached: _____

Description of work and proposed use: _____

How Many tents will be used at this occasion: _____

Tent Dimensions:	Quantity	Length	Width	Total Square Feet
If Tent is 120 square feet or less, then you do not need a permit.	_____	_____	X _____	= _____
	_____	_____	X _____	= _____
	_____	_____	X _____	= _____
	_____	_____	X _____	= _____
	_____	_____	X _____	= _____

Total Value of Tent \$ _____

If you are using electrical power in the tent then you will need an Electrical permit.

THIS SECTION FOR OFFICE USE ONLY

Office Use Only:
 Completed By: _____
 Date: _____

_____ X \$ _____ = **Permit Fee:** _____

Total Fees: _____

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

“NOTICE”: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of the county, and/or may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

A certified copy of the recorded Notice of Commencement, signed by the Owner, shall be filed with the permitting authority if the value is \$2,500.00 or more. This does not apply to heating or air-conditioning change outs less than \$7,500.00.

I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable codes, laws, rules and regulating governing **construction** and **zoning**.

(Owner or Agent)

(Contractor)

Signature: _____

Signature: _____

Date: _____

Date: _____

Date of Birth: _____

Date of Birth: _____

**State of Florida,
County of Polk**

**State of Florida,
County of Polk**

This foregoing instrument was acknowledged before me this _____ of _____, 20____

This foregoing instrument was acknowledged before me this _____ of _____, 20____

By: _____

By: _____

Who produced the following identification or who is personally known: _____

Who produced the following identification or who is personally known: _____

Notary Public: _____

Notary Public: _____



Check List for Tent Permit

- 1. Sketch of where Tent will be located
- 2. Size of Tent or Tents
- 3. Certificate of Fire Resistance
- 4. Letter of Authorization from property owner
- 5. Certificate of Liability Insurance
- 6. Drivers License or picture I.D.
- 7. Sketch of seating (If applicable)
- 8. Type of power (If applicable)
- 9. City of Lake Wales Business Tax (If applicable)
- 10. Total Value
- 11. Pay applicable tent permit fee

NO BANNERS

NO BALLOONS

NO BILLBOARDS