



**City of Ocala**  
**Growth Management Department**  
**201 S.E 3rd Street, 2nd Floor Ocala,**  
**Florida 34471**  
**352-629-8421 office**  
**www.ocalafl.gov**

## TENT PERMIT REQUIREMENTS

### Building Department Requirements

	Tent Permit Application – Top half of the permit application
	Site Plan showing: <ul style="list-style-type: none"> <li><input type="checkbox"/> The proposed location of the tent</li> <li><input type="checkbox"/> All means of egress locations.</li> <li><input type="checkbox"/> Occupant loads</li> <li><input type="checkbox"/> Emergency lighting</li> <li><input type="checkbox"/> Generator (if applicable)</li> <li><input type="checkbox"/> Fire extinguisher locations.</li> </ul>
	Certified Flame Certificate
	If applicable, fill out the Temporary Sign Permit application at the bottom half of the application. (This is usually done for Firework and Christmas Tree sales) <ul style="list-style-type: none"> <li><input type="checkbox"/> Sign drawing with dimensions and proposed locations.</li> </ul>

**Tent applications shall be submitted 60 days in advance of the event.**

**No staking of tents on city-owned property**

**Permit applications missing any of the above documents will be deemed incomplete.**

You may apply for a Temporary/Tent Structure in person or through the Portal.

Steps for portal Submittal:

- Log in to your portal.
- Click “Apply for a new permit.”
- Review the Permit application Confirmation, then continue.
- Select the Permit Type as “COMM BLDG”
- Select the Permit Subtype as “TEMP LU N STRUCT”
- Description should include the Event Name & number of days the tent will be in place.
- Please include a Job Value & the rest of the Additional Information as needed.
- Verify you pick the right location, for best results please input the Parcel ID.
- Under Attachments, only include the Tent application.
  - You will receive an invite to upload the site Plan, Certified Flame Certificate, and drawing of the proposed sign with dimensions on ProjectDox.



Consumer Fireworks Retail  
Sales Facilities Requirements

#	REQUIREMENTS	Chapter 65 of NFPA 1
1	One 2.5-gallon water extinguisher and one 2A-10BC fire extinguisher, readily accessible.	(65.10.3.6.3)
2	At least one sign with minimum two-inch-high letters on a contrasting background, shall be conspicuously posted at each entrance or within ten feet of every aisle directly serving the CFRS area in a store that reads as follows: <b>FIREWORKS - NO SMOKING.</b>	(65.10.3.11.2)
3	New CFRS facilities and stores, existing CFRS stands and tents, and temporary CFRS facilities shall not be located within 50 ft. of a motor vehicle fuel-dispensing station.	(65.10.3.12.2)
4	The minimum number of exits provided from the retail sales area shall not be less than two or as determined in accordance with NFPA 1 Chapter 14 and NFPA 101, whichever number is greater.	(65.10.3.14.1.1)
5	Exits shall be marked by an approved sign in accordance with NFPA 1 Chapter 14 and NFPA 101.	(65.10.3.14.5.1)
6	Exit signs shall be self-luminous or internally or externally illuminated.	(65.10.3.14.5.2)
7	The means of egress, including the exit discharge, shall be illuminated whenever the facility is occupied in accordance with NFPA 1 Chapter 14 and NFPA 101.	(65.10.3.14.6)
8	Emergency lighting shall be provided for CFRS facilities and stores and shall comply with NFPA 1 Chapter 14 and NFPA 101.	(65.10.3.14.6.2)
9	The area within 30ft of a CFRS facility shall be kept clear of accumulated dry grass, dry brush, and other combustible debris.	(65.10.4.6.1)
10	No motor vehicle or trailer used for the storage of consumer fireworks shall be parked within 10ft of a CFRS facility, except when delivering, loading, or unloading fireworks or other merchandise and materials used, stored, or displayed for in the facility.	(65.10.4.6.2)
11	At least one sign that reads as follows, in letters at least 4 inches high on a contrasting background, shall be conspicuously posted on the exterior of each side of the CFRS facility: <b>NO FIREWORKS DISCHARGE WITHIN 300 FEET.</b>	(65.10.4.6.3)
12	Exit openings shall be not less than 44 inches.	(65.10.4.8.5)
13	Portable electrical generators shall be located no less than 20ft of a CFRS facility.	(65.10.4.9.2.2)
14	Open flame cooking equipment shall not be located within 50ft and all other types of cooking equipment shall not be permitted within 20ft of tents, canopies, or membrane structures used for the storage, display or sale of consumer fireworks.	(65.10.4.9.3.2)
15	Tent shall be a minimum of twenty (20) feet from the nearest structure, tent or stand.	(65.10.4.7.2)
Definition: Consumer Fireworks Retail Sales Facility (CFRS Facility) – a permanent or temporary building or structure, CFRS stand, tent, canopy or membrane structure that is used primarily for the retail display and sale of consumer fireworks to the public.		
<b>FPF# 110 - AO 2021</b>		



**City of Ocala**  
**Growth Management Department**  
**201 S.E 3rd Street, 2nd Floor Ocala,**  
**Florida 34471**  
**352-629-8421 office**  
**www.ocalafl.gov**

**TENT PERMIT APPLICATION**

<b>Permit Fee for 1 tent is \$ 244, + \$40 for each additional tent.</b> <i>For tents equal to or exceeding 120 sq. ft.</i>			
Applicant Name			
Applicant Phone Number			
Applicant E-mail			
Name of Event/Business Owner			
Event/ Business location address			
Parcel Number			
Number of Tents		Size of tent(s)	
Dates Tent will be in place			
Electric service to the tent?	<input type="checkbox"/> NO <input type="checkbox"/> YES <i>If yes, a separate electric permit is required</i>		

**TEMPORARY SIGN PERMIT APPLICATION**

*(Fireworks & Christmas tree)*

<b>Permit fee is \$35.</b> (Please note that signage may not be placed in the public right-of-way, required parking spaces, secured to parked vehicles, or in any location that would interfere with pedestrian or traffic circulation or pose an obstruction to traffic visibility.)			
Type of Special Event for signage			
Number of Signs	Type (Banner, Balloons, etc.)	Dimensions	Total Square Feet

I hereby acknowledge that I have correctly completed the above application. I hereby agree to conform to all city ordinances regarding building construction, including the securing of separate electrical permits, if necessary. In the event of any damage to improvements in the public right-of-way, I hereby agree to bear the cost of repair.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_