



Tent Permitting

General permitting requirements:

- Tents less than 800 sqft that are not used for cooking, fireworks, or storage or sale of combustible material do not require a permit.
- Tents over 800 sqft DO require a permit. Provided the requirements below are met, AAE is prepared to assist in the permitting process.
- Tents to be used for cooking, fireworks, or storage or sale of combustible material DO require a permit. As luck would have it, AAE does not participate in these permits.

Client requirements:

Fees:

- \$599 –Permit with all necessary documents listed below submitted more than 30 days in advance of installation and without electric, (e.g., lighting, fans, etc.)
- \$999 –Permit with necessary documents listed below submitted less than 30 but more than 14 days in advance of installation and without electric, (e.g., lighting, fans, etc.)
- Any permits with electric, add \$100 to above pricing

Information to be provided to AAE:

- Detailed site plan (See example attached.)
- Permission By Owner to Obtain Permits must be signed and notarized. (Attached. Must be signed by property owner and notarized).
- Affidavit for electrical work signed by property owner. (Attached. Must be signed by property owner and notarized.)

Time required: A 48 hour window is required from set-up to event time to allow for required inspections.

****NOTE: AAE cannot guarantee permitting unless all information and time requirements listed above are met completely. All permit fees are non-refundable.**

All About Events to provide:

- Completion of permit application, including notarization
- Detailed drawings of tent and contents
- Certificate of flame resistance
- Permit expediting, including building, zoning, development services, and fire department approvals
- Scheduling of all inspections

For additional information please contact Jason Crotto directly at 201-253-7405 or @ jason@allabouteventsjax.com



City of Jacksonville

Planning and Development - Building Inspection Division

Permission By Owner to Obtain Permits

Owner Information	
Owner Name	_____
Mailing Address	_____

	City/State/Zip
Phone (_____) _____	Cell Phone (_____) _____
Email address	_____

Project and Contractor Information	
Project Address	_____
Company Name	_____
Contractor License Number	_____
Description of Work (attach separate page if necessary)	_____

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

Please note: Once submitted by the contractor, all information related to this permit is available online at jaxepics.coj.net, including plan review and inspection information. For more information please call, 904-255-8500.

I, _____ (property owner/agent), give permission to the company listed above to obtain the necessary permit(s) to complete the scope of work as described above.

I attest this information is true and accurate to the best of my knowledge.

Owner/Agent Signature (Agent signature will require a separate Letter of Agency)

Print Name

Date

NOTARY AS TO OWNER

Before me this _____ day of _____, 20 _____,

Personally appeared _____

Who executed the foregoing instrument, and acknowledged before me the same was executed for the purposes therein expressed.

Type of ID produced: _____

Notary (Signature): _____

Printed Name: _____

My Commission Expires: _____

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 _____

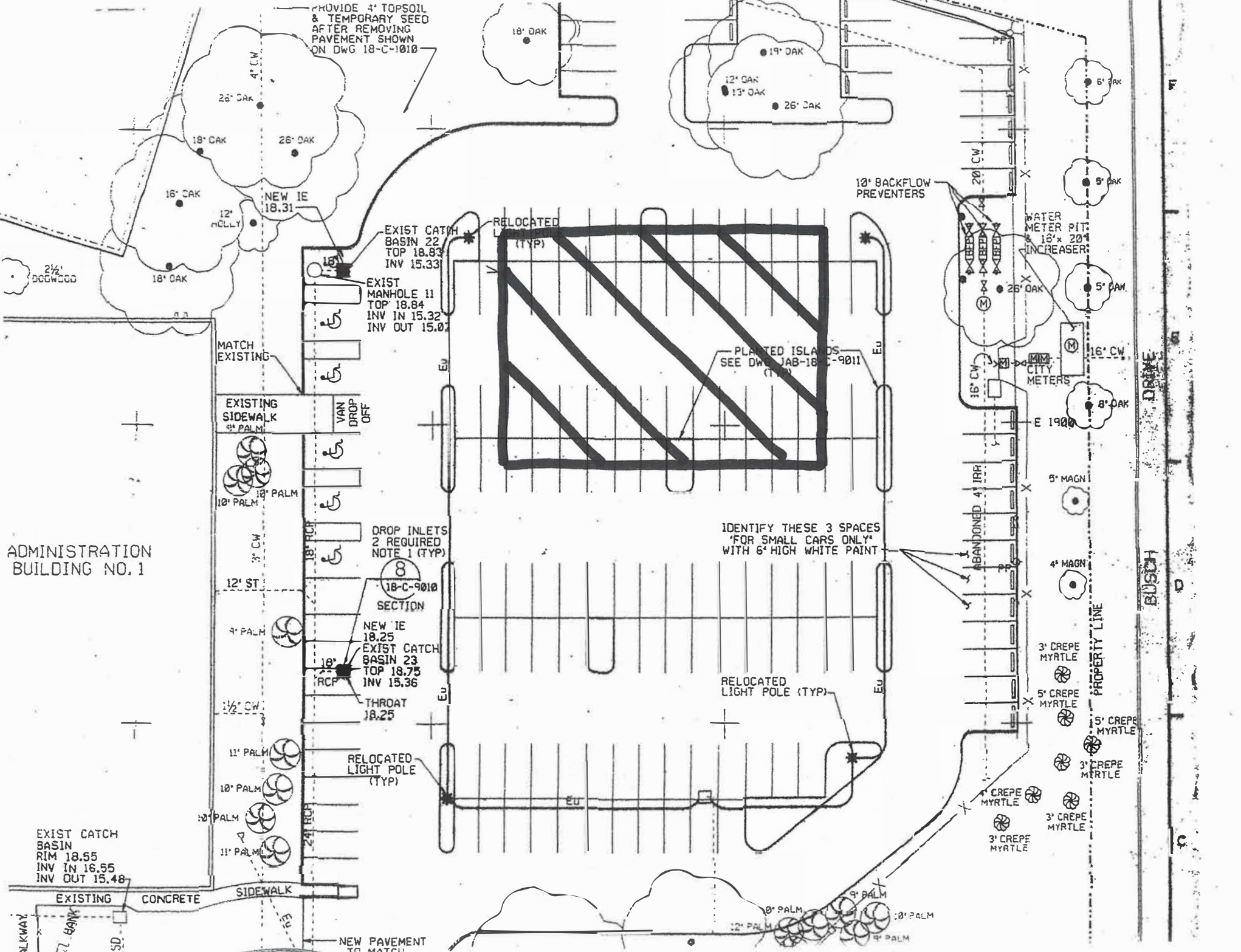
herein by himself/herself and affirms that all statements and declarations herein are true and accurate.

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

Personally Known _____ or Produced Identification _____

ID Type _____

PROVIDE 4" TOPSOIL & TEMPORARY SEED AFTER REMOVING PAVEMENT SHOWN ON DWG 18-C-1010



ADMINISTRATION BUILDING NO. 1

EXIST CATCH BASIN 22
TOP 18.83
INV 15.33

EXIST MANHOLE 11
TOP 18.84
INV IN 15.32
INV OUT 15.02

DROP INLETS
2 REQUIRED
NOTE 1 (TYP)

NEW IE
18.25
EXIST CATCH BASIN 23
TOP 18.75
INV 15.36

RELOCATED LIGHT POLE (TYP)

EXIST CATCH BASIN
RIM 18.55
INV IN 16.55
INV OUT 15.48

IDENTIFY THESE 3 SPACES
'FOR SMALL CARS ONLY'
WITH 6" HIGH WHITE PAINT

10" BACKFLOW PREVENTERS

WATER METER PIT
18" x 20"
INCREASER

CITY METERS

BUSCH DRIVE

PROPERTY LINE

WALKWAY
BANK
SD

NEW PAVEMENT TO MATCH