



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.)
- \$799 – 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,

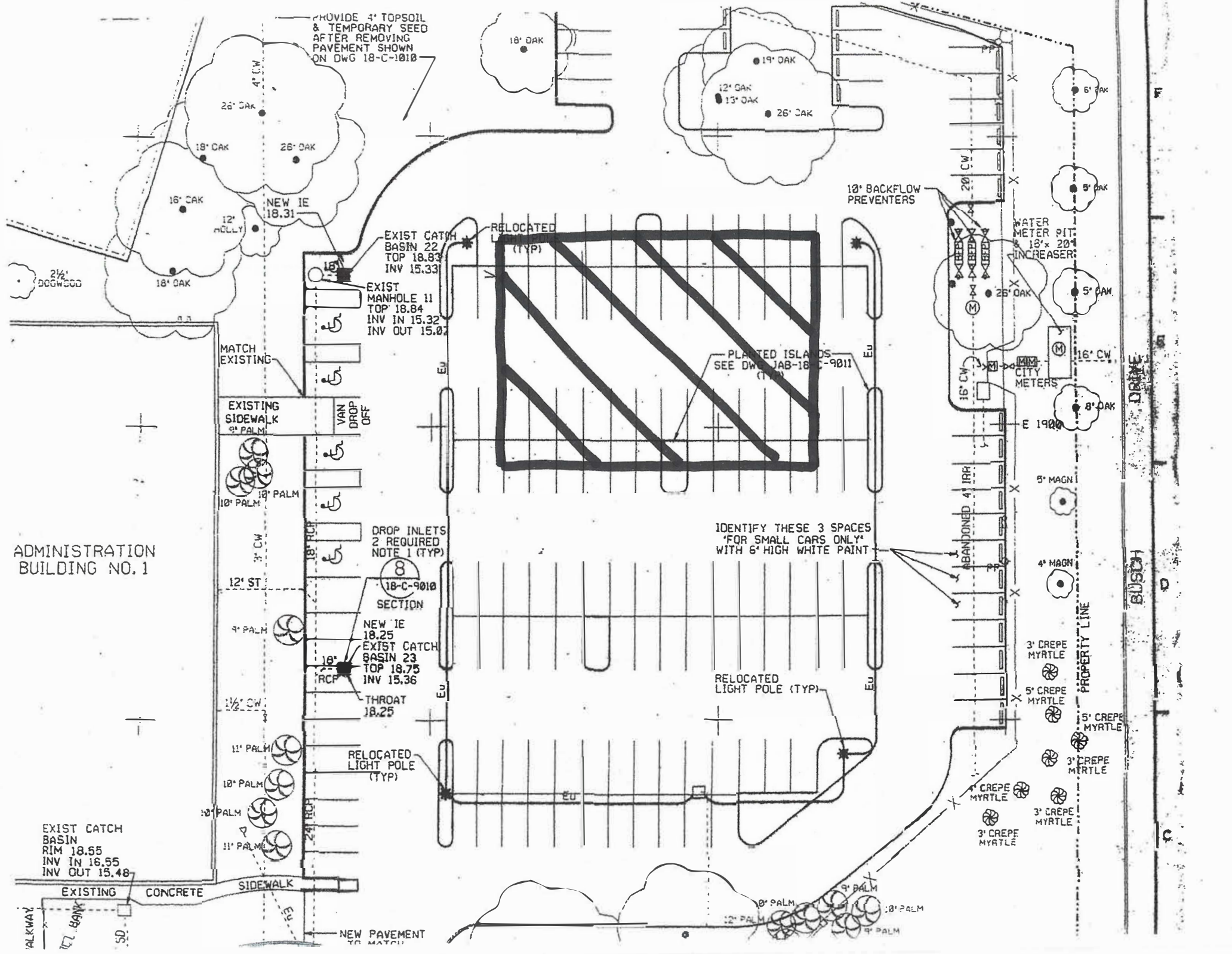
has personally appeared _____

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 _____



ADMINISTRATION BUILDING NO. 1

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

EXIST CATCH BASIN 22 TOP 18.83 INV 15.33
EXIST MANHOLE 11 TOP 18.84 INV IN 15.32 INV OUT 15.02

MATCH EXISTING

EXISTING SIDEWALK 9" PALM

VAN DROP OFF

DROP INLETS 2 REQUIRED NOTE 1 (TYP)
18-C-9010 SECTION

NEW IE 18.25
EXIST CATCH BASIN 23 TOP 18.75 INV 15.36
RCP THROAT 18.25

RELOCATED LIGHT POLE (TYP)

EXIST CATCH BASIN RIM 18.55 INV IN 16.55 INV OUT 15.48

EXISTING CONCRETE SIDEWALK

PALKWAY BANK 50'

NEW PAVEMENT TO MATCH

PLANTED ISLANDS SEE DWG JAB-18-C-9011 (TYP)

10" BACKFLOW PREVENTERS

WATER METER PIT 18" x 20" INCREASER

CITY METERS

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

ABANDONED 4" IRR

RELOCATED LIGHT POLE (TYP)

BUSCH DRIVE PROPERTY LINE