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REQUIREMENTS FOR OBTAINING A TENT PERMIT

Listed below are the necessary documents needed to obtain a tent permit for residential and commercial property in the City of Delray Beach. Submit a completed Building Permit Application along with **2-copies** of the following documents:

Residential Property:

1. Provide a copy of the survey of the property or a description of where the tent(s) will be located.
2. Provide a copy of the Fire Retardant Certificate from the tent manufacturer;
3. **Dates:** Indicate the dates when the tent(s) will be erected and removed;
4. Submit an Electrical Permit Application & riser diagram if temporary lighting will be provided;

Commercial Property:

1. Provide a letter of approval from the property owner (required);
2. Provide a copy of the survey of the property or description of where the tent(s) will be located;
3. Provide a copy of the Fire Retardant Certificate from the tent manufacturer;
4. **Dates:** Indicate the dates when the tent(s) will be erected and removed.
5. Submit an Electrical Permit Application & riser diagram if temporary lighting is needed;
6. Provide the seating layout of chairs under the tent(s);
7. A 5-lb fire extinguisher (with tag) or a functioning garden hose is required; specify the location.
8. Complete the Fire Department check-off sheet (1-copy).

Permit Fees:

1. Tent permit fee is \$150.00 per tent.
2. Electric Permit fee is \$90.00, minimum.
3. Fire Department Review fee (commercial property only) is based on the cost to install the tents(s).