

**APPLICANTS PROCESS FOR OBTAINING A TENT PERMIT
FOR SPECIAL EVENTS ON SANTA ROSA ISLAND**

The following are guidelines to help expedite obtaining tent permits for events held on the island:

A TENT PERMIT IS REQUIRED FOR ALL TENTS LARGER THAN 10' X 12'.

**ALL APPLICATIONS MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE
EVENT.**

1. Application for a tent permit must be filled out and approved by the Santa Rosa Island Authority. A detailed site plan must be brought to the SRIA to show size and placement of the tent being applied for. A processing fee in the amount of \$25.00 must accompany the application. Make checks payable to The Santa Rosa Island Authority (SRIA).

Waterfront/Gulfside – Requests for tents to be placed on the Pensacola Beach area must also be pre-approved by the State Department of Environmental Protection, Office of Beaches and Coastal Systems. Please contact Reginald Bradley at 1-877-314-1329 (pager).

Tents erected in Parking Lots must be secured by buckets of sand or other approved means. Stakes may not be driven into parking lots or other paved areas.

2. A Certificate of Flame Resistance from the rental company must accompany the permit application.
3. Upon approval from the Santa Rosa Island Authority (SRIA), the original and one copy of the paperwork will be returned to you. You will then go to the Escambia County Building Inspections Department (located in the back of Town & Country Plaza – 3300 N. Pace Blvd., Suite 300) to obtain permit. For the cost of the permit, call 595-3550.
4. A fire extinguisher must be in place in the tent at all times.
5. No approval for a tent permit will be granted until all required documentation has been submitted to the SRIA.
6. SRIA MUST HAVE A COPY OF THE ESCAMBIA COUNTY BUILDING PERMIT BEFORE THE TENT CAN BE ERECTED.

Thank you for your cooperation.

For questions or more information please contact the Special Event Department at the Santa Rosa Island Authority. (850) 932-2257

REV 5/19/2009

APPLICATION FOR TENT PERMIT
SANTA ROSA ISLAND AUTHORITY
PENSACOLA BEACH, FLORIDA
PHONE: (850) 932-2257 FAX: (850) 932-0659

Applicant's Name: _____

Mailing Address: _____

Phone Number: _____

Type of Event: _____

Date/Time of Event: _____

Size of Tent: _____

Location of Tent (street address): _____

Date/Time to be Erected: _____

Date/Time to be Removed: _____

Signed: _____ Date: _____

THIS BOX TO BE COMPLETED BY SRIA STAFF

Staff Comments: _____

APPROVED BY _____ DATE _____

NOT APPROVED

NOTE: A building permit must be obtained from the Escambia County Building Safety Department after SRIA approval.

**TEMPORARY OR MINOR PROJECT
LAND USE CERTIFICATE**

Application date: ___/___/___

Certificate number: _____

Date issued: ___/___/___

Project Address: _____

Subdivision: _____

Property reference number: (Call Escambia County Property Appraiser at 434-2735)

Section: ___ Township: ___ Range: ___ Parcel: ___ Lot: ___ Block: ___

Zoning: ___ Future Land Use Classification: _____

Setbacks: front ___ left ___ right ___ rear ___

USE TYPE:

___ TENT (Non-Inflatable) ___ FENCE ___ CONST. TRAILER ___ SALES OFFICE TRAILER

___ PWR POLE (30 DAYS) ___ POWER POLE ___ PORTABLE SIGN (30 DAYS)

Dimensions: Length ___ Width ___ Height: ___ Area (sq. ft.) ___

PURPOSE: _____

APPLICANT:

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Home () _____ - _____ Work () _____ - _____

PROPERTY OWNER/AGENT (if different from applicant):

Name _____

Street Address _____

City _____ State _____ Zip Code _____

Telephone Home () _____ - _____ Work () _____ - _____

Note: This is not a Construction Plan Review for Code Compliance or a Building Permit. A building permit must be obtained from the County Building Safety Division prior to any construction.

I certify that the site plan accurately describes the property for which the Land Use Certificate is intended and that I intend to place structure(s) as indicated on the site plan. I understand and agree to comply with all of the requirements of the Land Development Code for construction of the above referenced project. This Land Use Certificate will expire in 180 days or as otherwise indicated.

Applicant's signature _____ Date _____

Issued by _____ Date _____



Special Event Permit Application
Escambia County, Florida

Permit Number	
Building Permit Number	
Approved By:	Date:

Check one of the following:	
Tent Permit	<input type="checkbox"/>
Operational Permit	<input type="checkbox"/>
Waiver of Noise	<input type="checkbox"/>
Air Supported Structure	<input type="checkbox"/>

Applicant:		Phone Number:	
Owner's Name:		Phone Number:	
Owner's Address:			
City:	State:	Zip Code:	
Job Address:		Lot or Apt. Number:	

Tent Permit Section Only	
Tent Usage:	
Size of Tent:	Date of Event:

Limited Waiver Section Only	
Pursuant to Ordinance 2001-8, as amended by Ordinance 2001-36, a limited waiver of the noise restrictions may be granted to organizations for special outdoor events to take place in the community.	
Site Address:	
Time of Activity:	Activity:

Remarks or Comments:
Driving Directions:

Escrow Account Number:	
Applicant Signature:	Date:

Special Event Permit Application

Revised 7/29/2004