

Temporary Tents/Structures

Please submit/upload plans in PDF format

Please indicate items submitted with a checkmark (√)

Please upload [this Checklist and any Required Forms](#) in **.pdf format** to the appropriate category [<Survey>](#) [<Building Plans>](#) [<Supporting Docs>](#) [<NOA>](#) following the TOJ Naming Convention found in Help Documents

Create online as: **Commercial Alteration**

Note: Include in description Start date, End date, and Time of Event.

1. **Site Information** [<Survey>](#)

- a. Survey/Site plan showing location of structures & setbacks from property lines _____
- b. Provide the size of the structures _____

2. **Plans** [<Building Plans>](#)

Provide drawings of structure layout to include but not limited to the following:

- a. Provide occupant load _____
- b. Locate Entrances and Exits _____
- c. Show Means of Egress. Temporary structures shall conform to the means of egress requirements of FBC Chapter 10 and shall have an exit access travel distance of 100 feet or less _____
- d. Show Means of Egress illumination as specified by current FBC _____
- e. Show fire extinguisher locations _____
- f. Provide information and location of tie downs and supports _____
- g. Show Layout under structure of tables, chairs, etc. _____

3. **Supporting Documents** [<Supporting Docs>](#)

- a. Special events permit through Planning & Zoning, *if applicable* _____
- b. Completed Fire application form, if over 900 square feet _____
- c. Provide a copy of special event permit from Palm Beach County Parks and Recreation Dept. (if the event is taking place in a PBC Park) _____
- d. Provide a Certification of Flame Resistance for any tent material _____

Florida Building Code Section 3103.1.2 Permit Required:

Temporary structures that cover an area greater than 120 square feet, including connecting areas or spaces with a common *means of egress* or entrance that are used or intended to be used for the gathering together of 10 or more persons, shall not be erected, operated or maintained for any purpose without obtaining a *permit* from the *building official*.

- **Palm Beach County Fire Rescue fees will be required**
- **Town of Jupiter Final Inspection required before the event begins**
- **Palm Beach County Parks & Recreation Dept. must perform pre & post inspections if the event is taking place at a county park**

