



## BUILDING & ZONING DIVISION MINIMUM PLAN REQUIREMENTS

### TENTS (SPECIAL EVENTS)

*PERMIT APPLICATIONS MUST BE SUBMITTED 72 HOURS PRIOR TO THE ERECTION OF TENTS.  
Please provide the following information:*

City of Sarasota  
Building & Zoning

1565 1st Street  
Sarasota, FL 34236

(941) 954-4156

- I. ONE (1) COPY OF THE APPLICATION COMPLETELY FILLED OUT AND SIGNED.
- II. TWO (2) COPIES OF A SITE PLAN DRAWN TO SCALE, ILLUSTRATING:
  - A. An arrow indicating North.
  - B. The name(s) and width(s) of all streets adjacent to the property.
  - C. Setbacks of the tent(s) from the front, side and rear property lines.
  - D. Location of sanitary facilities.
  - E. Fire extinguisher location(s).
  - Note: Minimum size for fire extinguishers is U.L. classification #2A10BC.
  - F. Emergency lighting location(s).
  - G. First aid station, etc., location(s).
  - H. Fire lanes to be maintained.
  - I. Emergency vehicle access location and dimensions.

**Note:** A sample site plan appears on the reverse of this form that may help you create your own site plan for this project. Please note that the specifics of your site plan must reflect all of the information noted below.

- III. TWO (2) COPIES OF THE FLAME PROOF CERTIFICATE.
- IV. AN APPROVED ELECTRICAL PERMIT.
- V. A WRITTEN ESTIMATE OF THE NUMBER OF PEOPLE EXPECTED TO BE IN TENTS AND STORAGE AREAS.
- VI. A WRITTEN ESTIMATE OF THE AMOUNT OF PARKING TO BE USED.

**IMPORTANT NOTE: THE SOUND SYSTEM MUST BE OFF AT 10 P.M.  
AND VOLUME MUST NOT DISTURB NEARBY PROPERTIES!**



# BUILDING & ZONING DIVISION SAMPLE SITE PLAN

*Instructions for preparing a Site Plan*

- I. On an 8-½ x 11 sheet of standard paper (or larger), draw your individual property. Your drawing **MUST** be to scale and show adjacent street(s) and roads(s), with a direction arrow indicating north.
- II. Show **ALL** buildings, mobile homes, garages, sheds and any other structures on your property on the site plan, regardless of the reason for requesting a permit.
- III. If the requested permit is for an addition, show the existing structure(s) with solid lines and the addition(s) with dotted lines.
- IV. After locating all structures on your property, show distances in feet from lot lines and for key elements of the plan (as illustrated by the circles in the sample, below).
- V. Sign and date your site plan drawing before submitting it with your permit application.
- VI. The drawing below is **SAMPLE ONLY**. Your lot and building(s) will differ in size, shape and scale. Your drawing must accurately reflect **YOUR** property and **YOUR** project. Where the shapes of building(s) differ, include measurements for the offsets from the lot lines or other parts of the building(s).

