

PERMIT SUBMITTAL SAMPLES

CONSTRUCTION SERVICES

Below are instructions for submitting a permit application in Accela for:

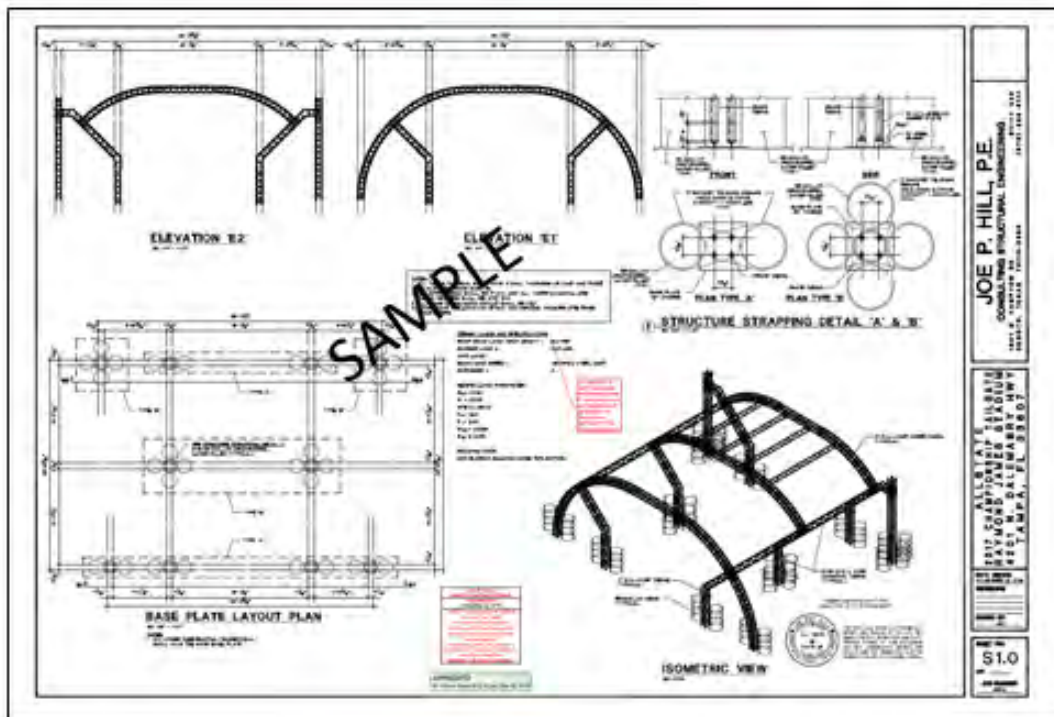
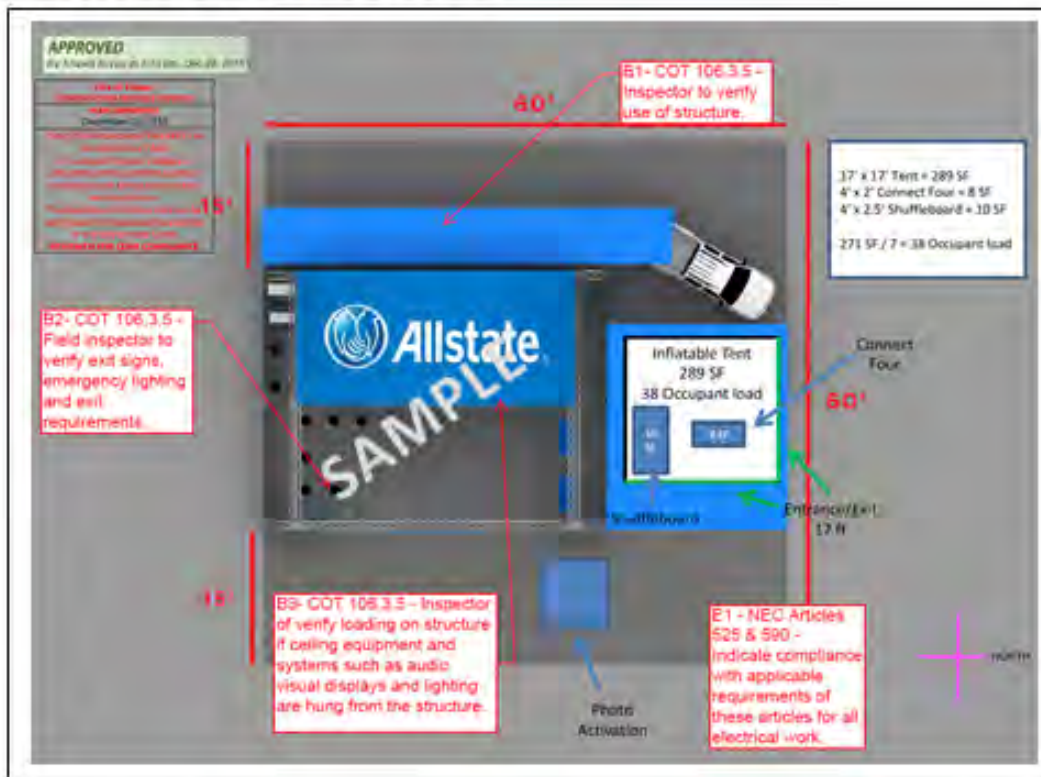
Tent and/or Temporary Structure Permit

1. Login to your [Accela](#) account
2. Select NEW / Building Application
3. Permit Type: Commercial Permit Miscellaneous
4. Occupancy Type: General
5. Permit Category: General

The screenshot shows the Accela web interface for submitting a permit application. The top navigation bar includes 'Home', 'Search', '+ New', 'Request', 'Help', and 'Return to Tampa'. A dropdown menu is open under '+ New', listing 'Building Permit', 'Planning Application', 'Utility Application', and 'Code Enforcement / Rental Certificates'. Below this, there is a section titled 'Select a Record Type' with a list of options under 'BUILDING RECORDS'. An orange arrow points from the text 'Temporary Structure (tent, stage, etc.)' to the 'Commercial Miscellaneous Permit' option in the list. Below the list, there are two sections: 'GENERAL PROJECT INFORMATION' and 'MISC PROJECT INFORMATION'. The 'GENERAL PROJECT INFORMATION' section includes 'Review Type' (Standard Plan Review) and 'Construction Type' (--Select--). The 'MISC PROJECT INFORMATION' section includes 'Permit Category' (General) and 'Permit Type' (Miscellaneous Project). A 'Total Square Feet of Building Area' field is also visible at the bottom.



Sample Temporary Structure plan layout





Sample Tent Plan Submittal

40' X 40'
Capacity: 133

Are all sides of the tent open?

Tent shall not open without proper exits. Final approval will be during inspections

Show life safety plan with exits and occupant loads per NFPA 101 Ch. 7.3.1.2.

CONSTRUCTION SERVICES I
PLAN APPROVAL
January 4, 2017
THIS SET OF PLANS MUST BE THE JOB AT ALL TIMES. It is unlawful to make changes or alterations without written approval from the City of Tampa Construction Services Division. The Stamping of this plan shall be held to permit or approve the work of any City or State Contractor.
REVIEWED FOR CODE COM

B1 COT 5: 5-106.3.5 - To be verified in field: aisle widths, accessible route, location of vertical framing members and anchor/baseplate points, barricades. Typical for all tents.
 B2 FBC 3103.2 - To be verified in field: occupant load in accordance with requirements of FBC chapter 10 and FFPC 5th Edition. Typical for all tents.
 B3 COT 5: 5-106.3.5 - Wind Management Plan for Tents, will be completed and presented on site, typical.
 B4 COT 5: 5-106.3.5 - Signed and Sealed drawings and calculations for specific uplift and anchoring method for structural members including base plates and guy wires, to be verified in the field.
 B5 FBC 3103.1 - Compliance with requirements of Florida Fire Prevention Code 5th Edition per this section for temporary, (less than 180 days), tents and membrane structures to be verified in the field.
 E1 NEC 525 & 590 - Verify compliance with requirements of these sections in the field for electrical work.

Tent is open on all sides.