

PERMIT SUBMITTAL SAMPLES

CONSTRUCTION SERVICES

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

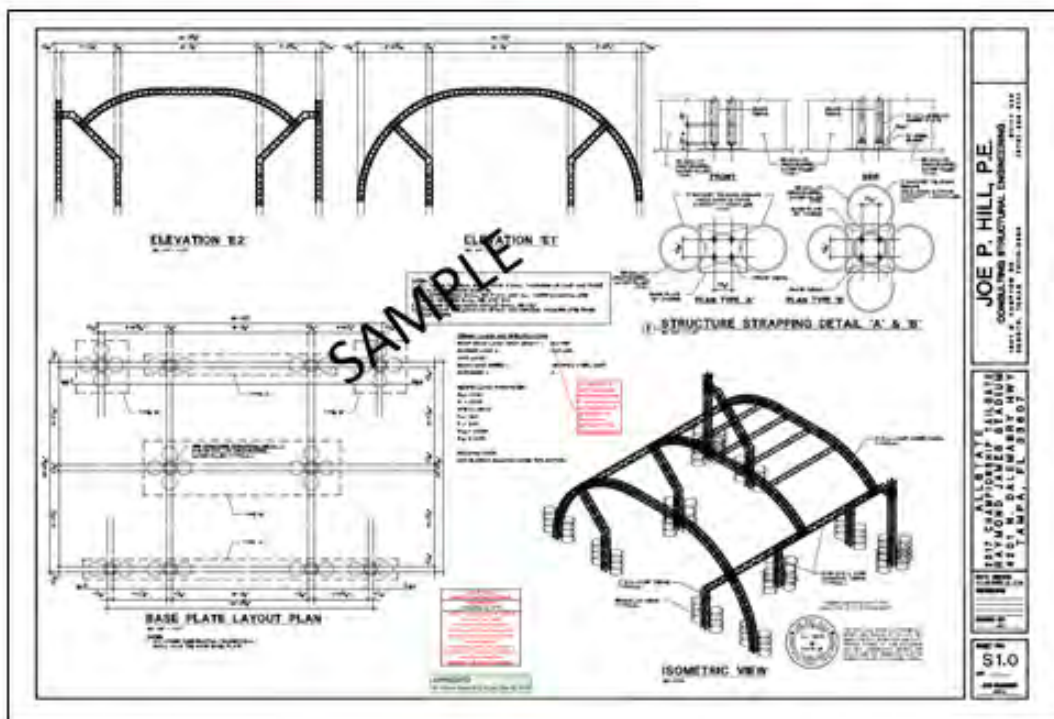
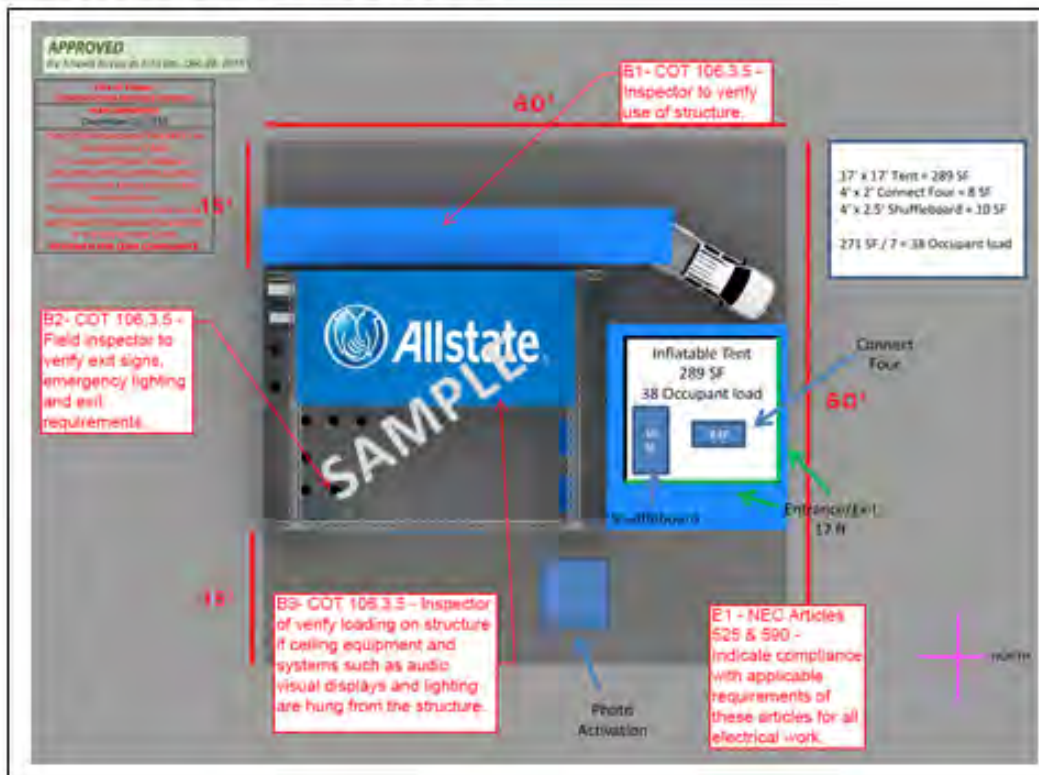
Tent and/or Temporary Structure Permit

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 Tampa Accela website interface. The 'New' dropdown menu is open, showing options: Building Permit, Planning Application, Utility Application, and Code Enforcement / Rental Certificates. Below this, the 'Select a Record Type' section is visible, with a list of building records. An arrow points from the 'Temporary Structure (tent, stage, etc.)' option in the list to the 'GENERAL PROJECT INFORMATION' form. The form contains the following fields:

- GENERAL PROJECT INFORMATION**
 - * Review Type: Standard Plan Review
 - Construction Type: --Select--
- MISC PROJECT INFORMATION**
 - * Permit Category: General
 - * Permit Type: Miscellaneous Project
 - Total Square Feet of Building Area: []

Sample Temporary Structure plan layout



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.

Tent is open on all sides.

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.