

## **Guidelines for obtaining a Tent Permit for Santa Rosa Island/Pensacola Beach**

**A Tent Permit is required for all tents larger than 10' X 12'.  
Applications must be submitted at least TWO WEEKS prior to the event.**

The Application package must contain the following documents:

- 1) SRIA Application for a Tent Permit.
- 2) A detailed site plan showing the entire property with size and placement of the tent.
- 3) A Certificate of Flame Resistance from the rental company.
- 4) A \$25.00 processing fee. Please 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). He will bring a DEP permit to the SRIA to be included in your application.

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. You must have a Fire Extinguisher and “No Smoking” signs in the tent at all times.

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 to obtain your permit (They are located in the back of Town & Country Plaza – 3300 N. Pace Blvd., Suite 300 ~ phone number 850-595-3550). The County permit fee is \$87.00

- 1) Prior to going to the County complete the “Site Plan Submittal Checklist “. (Check off each paragraph as you read it.) Sign & Date the form.
- 2) Note: you will need three (3) sets of site plans.
- 3) If you are not the property owner you will need proof of permission to locate the tent on the property.
- 4) Complete the “Special Event Permit Application” for Escambia County.

**You must provide the SRIA with a copy of the Escambia County Building permit before the tent can be erected.**

If you have questions do not hesitate to call the SRIA.

Attachments: SRIA Application Form  
Escambia County Application Package

Revised 7/02/2009