

CITY OF LAKE CITY
TENT REVIVAL APPLICATION

APPLICATION PROCESS

- 1. Complete application for tent revival permit and return to Growth Management.**
- 2. Attach a map and site plan of the exact location of the event, required parking, location of tent/structure and location of restrooms. (Growth Management to approve)**
- 3. Attach certificate of tent fire rating. (Fire Department to approve)**
- 4. Attach certificate of liability insurance (minimum \$1,000,000) naming the City of Lake City as beneficiary.**
- 5. Attach letter of authorization from property owner if required, must include a current address, and phone number. (Growth Management to confirm)**
- 6. Complete a permit application for a temporary power pole if necessary. (Building Inspector to inspect)**
- 7. Return this packet to the Growth Management Department.**

These forms must be returned to the Growth Management Department at least 30 days prior to the date of the desired event. This office will forward the packet to the Lake City Police Department and Lake City Fire Department for approval. This item will then be placed on the next Council Agenda, if required, and your copies and permit will be mailed to you.

TENT REVIVAL

1. Name of Applicant: _____ PHONE: _____
2. Name of Sponsor: _____
Contact Person: _____ PHONE: _____
3. Date (s) of Event: _____
*NOTE: Event will not be permitted to run longer than 2 weeks
4. Hour event will begin: _____
5. Hour event will end: _____ NOTE: Event must end no later than 9:00 PM
6. Number of seats available for people attending each service _____
7. Anticipated number of parking spaces needed each service _____
8. Location of event. Attach a map detailing exact location of the event and the required parking: _____
9. Zoning of property and proximity to residential property (tents must be in zoning other than RSF,RMH,RMH P): _____
10. Provide necessary Sanitation Facilities. Requirement are as follows:
 - A. One (1) Sanitary Facility per 100 seats and clearly marked “Women Only”
 - B. One (1) Sanitary Facility per 150 seats, toilet and urinal marked “Men Only”
11. Approval of Fire Rating on tent material. Must be approved by Fire Chief.
Type _____ Rating _____
12. Insurance – attach certificate with City of Lake City named as beneficiary
Company _____
Liability _____
13. Property owned by someone other than applicant, written permission to use the property from the property owner listed with Columbia County Property Appraiser, must be submitted with this application.
14. If temporary power pole will be erected for this event, an electrical permit application must be submitted along with applicable fee. Once approved applicant must contact power company for a locate, applicant must have pole installed by a licensed electrical contractor, pole will be inspected by City Building Inspector who will notify power company okay to hook up power, applicant will contact power company to arrange hook-up.
15. Provide site plan of lands showing tent/structure location with distance from boundaries, roads, parking locations and restroom facilities.

Applicant Signature

Date

TENT REVIVAL

DO NOT WRITE BELOW THIS LINE
FOR CITY USE ONLY

ATTACHMENT CHECK LIST

Map _____
Tent fire rating certificate _____
Insurance Certificate _____
Property owner authorization _____
Application for electrical permit _____

APPROVALS

1. Growth Management _____
2. L.C.P.D. _____
3. L.C.F.D. _____
4. City Manager/Council _____
(if required)
5. Electrical Inspector _____
(if required)