

## **Town of Oakland Tent / Canopy Permit Application Guidelines**

All permit applications must be complete prior to acceptance. A complete application shall include the following:

- ☐ Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of Business Tax Receipt (if the contractor is the applicant).
- ☐ Certificate of insurance indicating General Liability insurance coverage and naming the Town of Oakland as certificate holder.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the Town of Oakland as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Two (2) paper sets and one (1) electronic set of site plans indicating proposed location.
- ☐ Two (2) copies of the Certificate of Flame Resistance.
- ☐ Town of Oakland Special Event Permit (if applicable)

*These guidelines were compiled to assist the applicant in preparing a tent / canopy permit application and may not be complete. The applicant is required to meet all Town of Oakland, state, and federal code requirements.*