



LAKELAND FIRE DEPARTMENT

October 23, 2023

Welcome SUN 'n FUN Exhibitors!

It is time to prepare for the 2024 SUN 'n FUN Aerospace Expo!

The Lakeland Fire Department utilizes the City of Lakeland's electronic permitting system which will be changing from eTRAKIT to iMS January 22, 2024. Information on the new permitting system will be available on the City website in January.

If you need to apply for a permit and have not registered as a contractor with the City, you will need to do so prior to applying for a permit. For information on contractor registration, visit <https://www.lakelandgov.net/media/3980/application-for-registration.pdf> Once you are registered, you will receive an e-mail with log-in information needed to apply for a permit.

Fire department tent permits are required for tents or tarps that are 901 square feet or larger in area. In incidences where several tents or tarps, of such size that a permit or fee would not apply individually, are used together to form a larger area, and as a combined whole it is 901 square feet or larger, a permit and fee are required. If you are renting a tent through the SUN 'n FUN approved local company, you will not need to apply for a tent permit, as the company will take care of the permitting for you. Please go to the SUN 'n FUN website for information on the approved tent rental company.

To assist in the permitting process, along with the permit application, the following items will still be required for all vendor tents and/or tarps:

1. A valid copy of the Certificate of Flame Resistance for the tent or tarp. If the Certificate of Flame Resistance is sewn into the tent or tarp, we will accept a photograph of the certificate. There will be no exceptions to this requirement. All materials used as sidewalls on permitted tents or tarps shall also be constructed of flame-resistant materials and a Certificate of Flame Resistance shall be submitted with the application. There is no additional fee or permit required for sidewalls.
2. A working fire extinguisher, with the required size and rating of at least a 2-A:10-B:C is required in the tent or tarp area.
3. A SUN 'n FUN Aerospace Expo site map indicating where the tent(s) will be located.
4. Payment of \$84.50 (\$35.00 Fire Dept. and \$49.50 Building Dept.) per tent or tarp is required once submittal is approved.

We will strictly adhere to all permitting requirements. City of Lakeland Fire Inspectors will be conducting walk-through inspections beginning on Monday, April 8, 2024 and will be available to answer any questions you may have.

If you have any permitting questions prior to the Expo, please do not hesitate to contact myself at (863)834-8261 or Inspector David Sutherland at (863)209-1989.

The Lakeland Fire Department looks forward to working with you during this event.

Thank you for supporting fire safety in our community!

Fire Marshal

DOUGLAS E. RILEY, FIRE CHIEF

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