



SANTA ROSA COUNTY DEVELOPMENT SERVICES – Planning & Zoning

SHAWN WARD, AICP
Planning Director
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6051 Old Bagdad Highway, Suite 202 | Milton, Florida 32583

ITINERANT VENDOR APPLICATION

In an effort to efficiently permit new itinerant businesses, please fill out this application designed for review of the site for safety and code compliance. This is not a review for signage or building permits. You must also obtain any necessary approval and permits from the Building Department before opening your business if applicable.

INSTRUCTIONS FOR SUBMITTAL:

1. Fill out the application completely and submit along with:
2. A notarized letter from the property owner stating his/her knowledge and approval of this project.
3. A site plan showing all required data to include:
 - a. Location of structure with front, rear and side setbacks according to the Santa Rosa County Land Development Code.
 - b. Location of any fences or other screening devices and dumpsters. All dumpsters are to be screened from public rights of way. Reference Article 7 of the Santa Rosa County Land Development Code.
 - c. Location and general character of all existing driveways and parking areas. Label the number of proposed parking spaces and provide dimensions (9'x18' standard). Clearly designate parking spaces on the site plan. Parking space requirements are 6 spaces per drive up/thru window or tent plus 1 space per employee on max shift.
 - d. Location of any amenities to be provided.
4. Failure to submit all required documents with correct information will result in a delay of approval.

THINGS TO KNOW:

1. The Planning, Zoning, and Development Division has five (5) working days to review the application packet.
2. Itinerant vendor site plan approval does not constitute tree removal or unapproved development of any kind.
3. A SEPARATE SIGN APPLICATION REQUIRED for all signage – Contact permitting at (850) 981-7000 for assistance.
4. Itinerant Vendor permits are site specific and valid indefinitely unless otherwise noted by the property owner or as stipulated with the tent permit application or issued permit.
5. A site inspection is required to ensure compliance with the approved site plan. It is the responsibility of the permit holder to contact Development Services (850) 981-7000 to schedule an inspection of the site. The inspection must be requested prior to or within one (1) week of the site opening to the public. Failure to request a site inspection will result in the revocation of the permit and Code Enforcement will be contacted.
6. Tents larger than 400 square feet require separate permitting from the jurisdictional fire district which must be obtained prior to the opening to the public. If your job is within the Holley-Navarre or Midway Fire District, you will need to contact them directly for permitting. For all county jurisdictional areas, in-house staff will issue the permit. For information or questions about obtaining this permit, please contact:
 - a. Holley-Navarre Fire District: (850) 939-5236
 - b. Midway Fire District: (850) 932-4771
 - c. SRC Fire & Life Safety: (850) 981-7041
 - d. Pace Fire Rescue District: (850) 994-6884

Tent Christmas Tree Sales - Along with the I.V. site plan you will need to submit a certificate of flame resistance from an approved testing laboratory.

Tent Sparkler Sales - Along with the I.V. site plan you will need to submit a certificate of flame resistance from an approved testing laboratory **AND** a State Fire Marshall permit approval.

The approved site plan is contingent upon receipt of all other applicable regulatory agencies permits and approvals.

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** For Official Use Only **	
Application No. _____ - SP - _____	Date Received: _____
Review Fee: \$100.00	Receipt No.: _____
Zoning District: _____	FLUM Designation: _____

Property Owner Property Owner Name: _____
 Address: _____

 Phone: _____ Email: _____

Applicant Check here and skip this section if the applicant is the Property Owner.
 Applicant Name: _____
 Address: _____

 Phone: _____ Email: _____

Project Information Parcel ID Number(s): _____
 -OR-
 Street Address of property: _____

Vendor Information Vendor's Name: _____
 Food Truck/Trailer Tent Event

NOTE: Tents larger than 400 square feet require a life safety permit, see page 2 for instructions.

Other Amenities/Structures Proposed: _____

By providing your signature below, you understand the general requirements stated above and agree/authorize County Staff/Fire District Staff to enter upon the property at any reasonable time for purposes of site inspections and that if at any time of inspection, the site does not meet the approved plans and provided standards, County Staff/Fire District Staff has the authority to required corrective action.

Applicant Signature

Date