**TEMPORARY TENT PERMIT APPLICATION PROCESS**

**(Tents at Windsor Castle Park)**

Tent permits are an Isle of Wight County requirement and do not go through the Town of Smithfield.

If you have any questions about the permit or the permitting process please reach out to Chrystalyn Brown, Windsor Castle Park Site Manager at [cbrown@smithfieldva.gov](mailto:cbrown@smithfieldva.gov) or to the county directly at [planreview@isleofwightus.net](mailto:planreview@isleofwightus.net).

The following must be submitted:

1. Complete highlighted sections of General (Tent) Permit application (Page 2)
2. If you are applying for the permit as an individual and not a tent company, please complete and sign the Liability Form. (Page 3)

Obtain from Tent Company:

1. PDF illustration of tents floor plan with exits marked on diagram. (Example below)
2. Certificate of Flame Resistance (Example below)

**Email these documents to** [**planreview@isleofwightus.net**](mailto:planreview@isleofwightus.net)(This is the fastest method)

**Application packet may also be mailed to**

Central Permitting

P O Box 80

Isle of Wight, VA 23397

**or hand delivered to**

Central Permitting

17140 Monument Circle #101

Isle of Wight, VA 23397

*\*mailing or hand delivering packet requires 2 sets of tent floor plan.*

![Diagram, engineering drawing

Description automatically generated]()![Text, letter

Description automatically generated]()A picture containing text, sign

Description automatically generatedTable, letter

Description automatically generated with medium confidence

Tent Floor Plan with Exits Example

Certificate of Flame Resistance Example

A picture containing text, sign

Description automatically generated

