



Event Permit User Guide

Use of County
Property

Special Event

Alcoholic
Beverages
within Lee
County
Facilities and
Public Parks

Film / Video /
Photography

Lee County Permitting
1500 Monroe Street
Forty Myers, FL 33901
239-533-8330

Visitor & Convention Bureau
2201 Second Street, Suite 600
Fort Myers, FL 33901
239-338-3500



- 1. Introduction 2**
- 2. What type of event are you hosting? 3**
- 3. What do you need to know? 4**
 - a. Application Process..... 4
 - b. County Fees 4
 - c. Ordinances..... 4
 - d. Required Signatures..... 5
 - e. Use of Old Courthouse Steps and/or Adjacent Property 6
 - f. Picketing 6
 - g. Banyan Street, Boca Grande 6
 - h. Collection of Donations in County Rights-of-way..... 7
 - i. Signs, Tents, Fireworks, Other Permits..... 10
 - j. Insurance Requirements..... 10
 - k. Bond..... 10
 - l. Alcohol Policy..... 10
 - m. Filming in Lee County 11
 - n. Parking 11
- 4. Who do you need to contact? 12**
- 5. Sample Application 14**
- 6. Sample Certificate of Insurance 27**
- 7. Incorporated City Map..... 28**
- 8. Fire District Map 29**

Introduction



Welcome to Lee County Event Permitting!

Thank you for choosing one of Lee County's many beautiful locations to host your special event.

This Event Permit User Guide will assist event organizers in planning, permitting, and hosting an event in Lee County. Along with providing a sample application form and insurance certificate, this user guide will assist you with the required steps to host an event in Lee County.

Essential procedural items, resources and contact information are provided to guarantee that the necessary approvals are acquired before the actual date(s) of the event.

If you have any questions or comments, please contact the Lee County Permitting Department at (239) 533-8330. Your feedback is welcome at any time. We look forward to hearing from you.



The Lee County Permitting Office issues three types of event permits; Special Event, Use of County Property and Sell and Consume Alcoholic Beverages within Lee County Facilities. To determine which permit(s) you may need, please review the descriptions below. The type of event will determine if one, two or three permit types will need to be marked in your application.

The Lee County Film Office issues Film permits. Coordination with the Film Office is key to a successful film or photography shoot.

Specific details for each permit type can be found on the following pages.

Special Event

Large events expecting 1,000 or more attendees per day, regardless of location (public or private property) in unincorporated Lee County, require a 'Special Event' Permit.

Examples: Festivals, Concerts, Fairs, Circuses, Large Community Events

Use of County Property

If the event is held within Lee County on or in a County park, facility, or roadway, a 'Use of County Property' permit is required. **Please note:** Specific requirements apply to solicitation in the right-of-way and use of Old Courthouse steps and the adjacent property.

Examples: Parades, Road Races, Solicitation in the Right of Way, Smaller Community Events

Sell and Consume Alcoholic Beverages within Lee County Facilities

If alcohol is being sold or consumed on Lee County property, an 'Alcohol Permit' is required. A nonprofit certification is required for the **sale** of alcohol at an event. No sale or consumption of alcoholic beverages is permitted 1½ hours prior to the conclusion of the event.

Examples: Authors' Readings, Wedding Receptions, Art Receptions

Film, Video and Photography

If you are producing a feature/independent film, commercial or series, or any other film/video/digital related project that affects public property or if your production is taking place on private property and involves the use of pyrotechnics, explosives or other incendiary devices, firearms or use of gunfire or involves stunts of any kind, or your production is taking place on public property in unincorporated Lee County you will need to apply for a film permit.

Examples: Photo shoots, Documentaries, TV Commercials, Movies



Application Process

- **Application due date is 30 days prior to the event.**
- The applicant completes the first pages of the application with details about the event and contacts each agency whose signature is required. Contact information is provided at the top of each signature page and in this user guide on pp. 9-11. Each agency must complete **AND SIGN** their page. Please see Table 1 on p. 5 to determine the signatures needed. After the application is COMPLETE WITH ALL NECESSARY SIGNATURES AND INSURANCE CERTIFICATE, submit the entire package:

| | |
|--|---|
| Applications for Special Event, Use of County Property, Alcohol within County Facilities | Application for Film |
| Lee County Permitting Department Attn: Event Permitting 1500 Monroe Street Fort Myers, FL 33901 (239) 533-8330 - Call for other options | Lee County Visitor & Convention Bureau Attn: Film Office 2201 Second Street, Suite 600 Fort Myers, FL 33901 (239) 338-3500/(800) 237-6444 - Call for other options |

- For ‘Special Event’ and ‘Use of County Property’ permits, attach a **detailed site plan**, including location of tents, entertainment, proposed parking accommodations, etc.
- **A Certificate of Insurance must be provided with the application packet.** Please see page 10 for specific insurance information.
- Lee County’s Noise [Ordinance 14-18](#) regulates noise and attempts to minimize disturbances for local residents. Please review this ordinance if you plan to have **amplified noise** at your event.
- As part of the approval process, the amount of the **bond** required, if any, will be established.
- Applications for Special Event, Use of County Property and Sale/Consumption of Alcohol within Lee County Facilities are reviewed by the Lee County Permitting Department and submitted to the County Manager for approval. Film permits are reviewed by the Visitor & Convention Bureau.
- Questions regarding the application for Special Event, Use of County Property and Sale/Consumption of Alcohol within Lee County Facilities should be directed to the Lee County Permitting Department by calling (239) 533-8330. Questions regarding the application for Film should be directed to the Visitor & Convention Bureau by calling (239) 338-3500.

County Fees

Any applicable permit fees must be submitted with the application. The applicant must pay for any additional fees charged by sign-off agencies or other required county permitting, if applicable.

- **Special Event** - \$75.00 payable by cash or check to Lee County Board of County Commissioners.
- **Use of County Property** – No Charge.
- **Sell & Consume Alcoholic Beverages within Lee County Facilities & Public Parks** – No Charge.
- **Film Permit** – No Charge.

Late Fee: Applications are due 30 days prior to the event. Applications submitted after the deadline will be charged a fee of \$5 per business day.

Ordinances

Please review the following ordinances and administrative codes for details pertaining to each event type:

- [Ordinance 17-08](#) – All permit types
- [Administrative Code 8-1](#) – All permit types
- [Ordinance 17-07](#) - Sell/Consume Alcoholic Beverages within Lee County Facilities & Public Parks



Required Signatures

Some events may require one or more types of permits. Lee County's 'all-in-one' permit application is used for each type of permit, but the required signatures for each vary slightly. Table 1 below indicates which signatures are required for each application.

We strongly recommend starting the application process early; agency review can take some time so begin the process as soon as possible. The deadline for submission is 30 days prior to the event.

Table 1

| Agency | Special Event | Use of Lee County Property | Alcoholic Beverages at a Lee County Facility* | Film** |
|--|---------------|----------------------------|---|--------|
| Lee County Sheriff's Department 14750 Six Mile Cypress Parkway Phone: (239) 477-1098 | | | | |
| Fire Department - A fire district map and listing of contacts is included at the end of this guide. Contact the district in which your event will take place. | | | | |
| Lee County EMS / Public Safety 14752 Six Mile Cypress Pkwy Phone: (239) 533-3902 | | | | |
| Department of Transportation 1500 Monroe Street Phone: (239) 533-8580 | | | | |
| Lee County Parks & Recreation 3410 Palm Beach Boulevard Phone: (239) 533-7412 | | | | |
| Lee County Risk Management 2115 Second Street, 4 th Floor Phone: (239) 533-2221 | | | | |
| Lee County Visitor & Convention Bureau 2201 Second Street, Suite 600 Phone: (239) 338-3500 | | | | |

* According to Florida Statute §561.422, a state-issued alcohol permit may also be acquired. For details, contact:
Florida Department of Business & Professional Regulation
Division of Alcoholic Beverages and Tobacco
2295 Victoria Avenue, Suite 145, Fort Myers, FL 33901
Phone: (239) 344-0885

** Contact the Lee County Visitor & Convention Bureau's Film Office for information regarding approvals, insurance requirements, and any needs you may have relating to film permitting. More information available on p. 8.



Use of Old Courthouse Steps and/or Adjacent Property

No permit is required to use the Old Courthouse steps; however, the County does request that organizers schedule the events for coordination purposes only. Please contact Lee County Permitting at (239) 533-8330 for details.

- Proof of Insurance coverage as determined by Lee County Risk Management must be provided.
- Use of the sidewalk area may require a permit from the City of Fort Myers.
- Fees may be charged for county staff assistance and/or equipment usage for government events.
- County equipment may not be used for private events.
- No electrical wires, or other hazards, as determined by County Risk Management, may be used on the property.

Picketing

There is no permit required for citizens to picket. Citizens are permitted to picket according to a citizen's right under the First Amendment per Florida Statutes. Citizens wishing to picket must follow pedestrian rules:

- Picketers must stay off of private property.
- Hand-held signs only; no signs are allowed to be stuck into the ground.
- No brochures or pamphlets are allowed to be forced onto any citizen.
- No blockage or hindrance of the flow of traffic is allowed. Rules for roads are per Lee County and/or State Department of Transportation.

Banyan Street, Boca Grande

With a beautiful canopy of intertwined Banyan trees, Banyan Street is a picturesque location for weddings. If you are interested in hosting your event on Banyan Street, contact the Parks & Recreation office first to check availability. If the date is available, staff will put a hold on the date for 30 days for you to finalize the permit application and provide details on extra steps you will need to take in the permitting process. Contact information for the Boca Grande Parks & Recreation office is on p. 13.



Collection of Donations within the County Rights-of-Way

The collection of donations within the County rights-of-way must be conducted in accordance with Florida Statute §316.2045, Lee County Ordinance, Administrative Code, and Permit Conditions. Organized charities soliciting contributions within the County rights-of-way may be issued a permit provided that details regarding the locations of solicitation, the persons doing the solicitation and all of the permit requirements of Administrative Code AC-8-1 are met.

All people soliciting contributions must comply with the following minimum safety measures and requirements:

- Collections must stop when a traffic crash or any other traffic disturbance occurs at the location. Collections are not to resume until the vehicles and emergency workers clear the crash scene.
- Collections must stop when a major traffic incident occurs and the route is being used as a detour. Collections may resume as soon as traffic returns to normal conditions.
- Collections must stop upon direction from a Law Enforcement Officer, Lee County Department of Transportation employee, or other Lee County official.
- You must be at least 18 years old to solicit contributions in the right-of-way. No one younger than 18 is permitted to stand, sit, walk, or otherwise be positioned in the right-of-way at any time.
- Soliciting is only permitted between sunrise and sunset, and only if visibility is not reduced due to conditions such as fog, precipitation, or other visibility obstruction.
- Solicitors must erect **36"x36" WORKERS AHEAD (W21-1)** or **ROAD WORKERS SYMBOL (W21-1A)** warning signs 500' in advance of the workers warning motorists to expect workers in the roadway.
- Solicitors are not permitted to park vehicles on the median, paved shoulder, sidewalks, or anywhere within the right-of-way.
- Submit a detailed safety plan with permit application which outlines full compliance with the permit conditions and provides additional measures to provide for the safety of all people who are soliciting and for all road users in the solicitation area.
- Solicitation may only occur while the traffic is stopped for a solid red light or steady red arrow.
- People must be positioned to observe the cross street signal at all times to warn solicitors (by two-way radio, whistle, air horn, or by other approved method) to clear the travel lanes when the cross street light turns yellow.
- A green traffic signal will turn yellow for approximately 3 to 4 seconds; people at the intersection observing the signal changes must immediately warn people who are in or adjacent to the roadway to stop collections and move to a safe location. A limited All Red signal occurs following the yellow signal which provides a final warning for the next traffic signal cycle. All people at the intersection are required to familiarize themselves with the signal sequence and develop safety procedures which will stop collections before the signal changes to green.



- Continuing to collect donations after the traffic signal has changed to green is a violation of Florida Statute §316.2045(1) which is punishable in accordance with Chapter 318 of State Statutes. Continued violations of soliciting after the signal has turned green may result in immediate suspension of the permit.
- The flow of vehicle traffic must not be impeded. All soliciting/collecting of donations must stop and solicitors must step out of the path of vehicle traffic prior to or as soon as any traffic signal on the approach changes to green.
- While traffic is moving in adjacent lanes, all solicitors must stand on the roadside or on a raised median 6' or more wide. Standing on painted medians, center lines, lane lines, painted traffic separators, or traffic separators less than 6' wide is not allowed. All people must stand as far as practical from the edge of the roadway.
- Pedestrian regulations and requirements as listed in Chapter 316.130 of Florida Statutes must be adhered to by all people standing in or adjacent to the roadway.
- No solicitors may step into the roadway approach until red signals are displayed for all vehicles on that approach and vehicular traffic within at least 200' of the soliciting area has come to a full stop.
- All solicitors must wear safety apparel:
 - High-visibility safety apparel which meets the requirements of the International Safety Equipment Association (ISEA) and the American National Standards Institute (ANSI) for High Visibility Safety Apparel, and be labeled as ANSI/ISEA 107-2004.
 - Class 2 apparel may be worn in the daytime in lieu of Class 3; however, Class 3 apparel is recommended for all people who will be working in the roadway.
 - Class 3 apparel must be worn for all dawn and dusk activities.
 - The apparel background material color must be orange, yellow-green, or a fluorescent version of these colors. The retro-reflective material must be orange, yellow, white, silver, yellow-green, or a fluorescent version of these colors, and must be visible at a minimum distance of 1,000'.

Class 2 Safety Vest

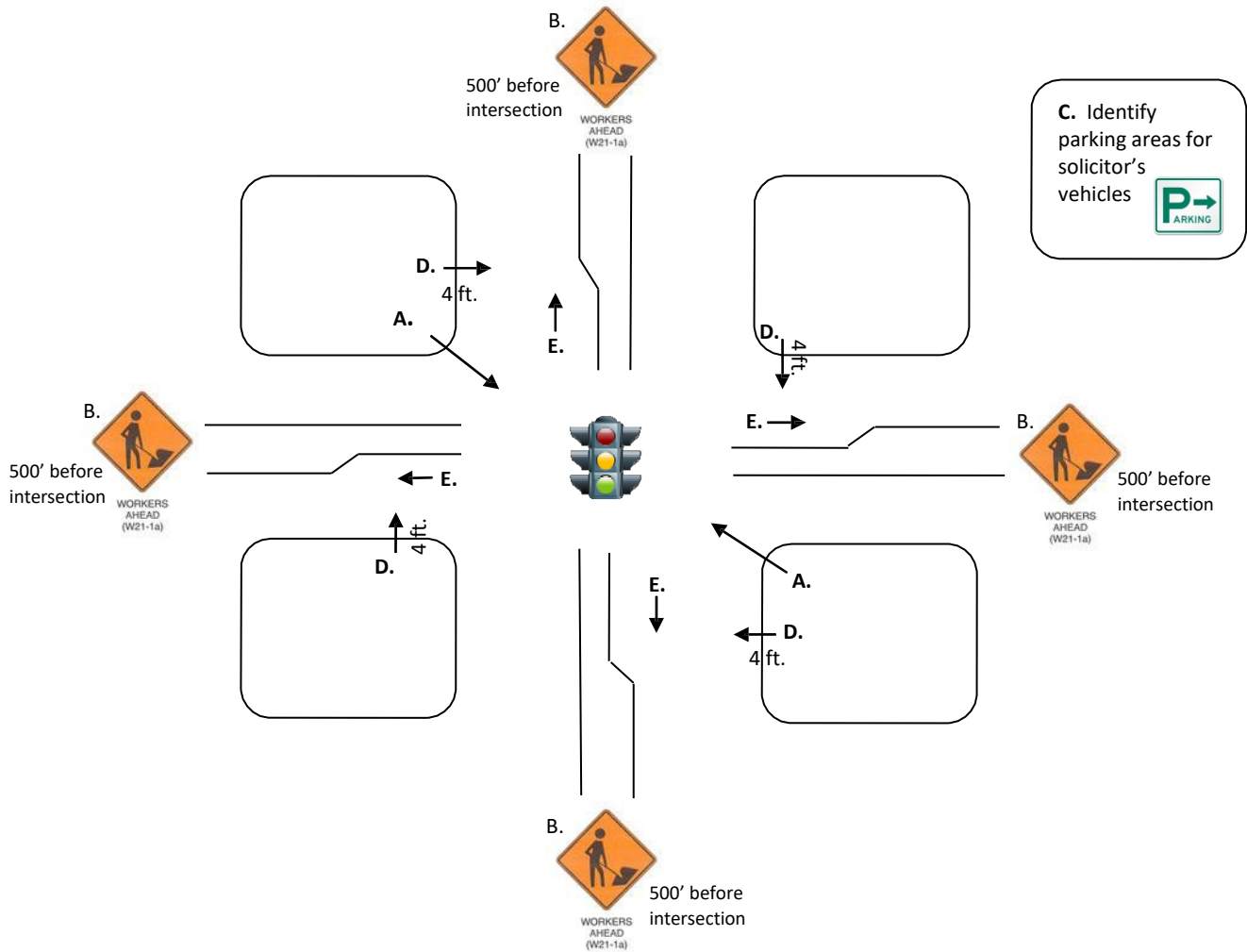


Class 3 Safety Vest





Below is a typical minimum traffic safety plan. Label the intersection streets' names and provide parking details below. Submit this sheet with your application packet (Fill in a new one in for each intersection where solicitations will take place.)



- A. Signal observers will be stationed at corners where they can see all signal displays. They will each have a radio or other approved device which they will use to inform solicitors in the street when the light for thru traffic changes to yellow.
- B. Orange and Black **36"x 36" WORKERS AHEAD (W21-1)** or **ROAD WORKERS SYMBOL (W21-1A)** signs will be placed on the shoulder and in the raised median 500' from the intersection.
- C. All cars will be parked at the _____ parking lot.
- D. Collectors will stand on the roadside, at least 4' or more from the travel lane, while traffic is moving.
- E. Collectors will enter roadway only after all the traffic has stopped. They will start soliciting at the stop bar and walk away from the intersection, always facing approaching traffic. Upon hearing the designated signal they will immediately return to the safe area that is designated away from the road pavement.



Signs, Tents, Fireworks, Other Permits

Any signs and marking needed for your event should be temporary and removable. Painting on roadways, trees or any other fixed object is strictly prohibited. If there will be any signage, contact the Community Development Office to inquire if a permit may be needed.

If the event applied for involves any fireworks, tents or air-supported structure, or is a carnival, fair, circus, or has amusement devices the applicant will also need to contact the Community Development Office to inquire about other permits that may be needed.

Community Development & Public Works Building

Permitting Section
1500 Monroe Street
Fort Myers, FL 33901
(239) 533-8330

Insurance

Insurance must be obtained and kept in effect during the entire event. Liability insurance amounts are determined by the Risk Management office to protect against damages or other claims arising from use of County property by the applicant or its guests. Other limits may also be established for events that include sale or consumption of alcoholic beverages at approved events. The insurance policy must include coverage for Applicant's contingent liability on damages, claims or losses. "Lee County Board of County Commissioners" must be named as "additional insured" on the Certificate of Insurance, and the Certificate must be submitted with the application. If the insurance is canceled during the event, the County has the right to revoke approvals for the event, without recourse by the applicant.

Bond

Lee County may require an indemnity and/or performance security bond for the event, and the amount of the bond will be set by the County Administrator. The bond will be with a corporate bonding company authorized to do business in the State of Florida, or a cash bond in the form of a cashier's check payable to the Board of Lee County Commissioners. The bond shall totally indemnify the County of Lee, its agents or employees against all claims arising out of the preparations, conduct or aftermath of the concert or event.

Alcohol Policy

Prior arrangements must be made with Parks & Recreation to reserve the specific facility for the event. You can dial (239) 533-7275 or locate park-specific numbers on their website at www.leeparks.org.

CONSUMPTION ONLY: Any individual or group may apply for a permit as long as there will be no selling of alcoholic beverages. A Not-For-Profit status is not required for consumption only permit applications.

SELLING AND CONSUMPTION: Applicants are required to have a BONA FIDE FLORIDA NOT-FOR-PROFIT status. According to Florida Statute §561-422, the applicant must also obtain a temporary permit from:

Florida Department of Business & Professional Regulation
Division of Alcoholic Beverages and Tobacco
2295 Victoria Ave., Suite 145
Fort Myers, FL 33901
(239) 344-0885



Filming in Lee County

A Lee County shoot permit is required when:

- You are producing a feature film, TV special/commercial/pilot/series, industrial film/video or photography shoot that affects public property, equipment or facilities.
- The production is taking place on private property and involves the use of pyrotechnics, explosives or other incendiary devices, firearms, use of gunfire or involves stunts of any kind.
- The production is taking place on public property in unincorporated Lee County.

NOTE: Projects requiring street closures, stunts, special effects and other unusual circumstances should allow substantial lead-time for arrangements and approval. Most locations are available with no permit or location fees. Exceptions may include the City of Sanibel, the town of Fort Myers Beach and state parks.

Contact the Film Office if you have specific questions related to permitting, shoot locations and production related services. Contact us directly at:

Josh Lambert, Tourism & Hospitality Assistant (JLambert@leegov.com) or

Miriam Dotson, Communications Coordinator (MDotson@leegov.com)

Lee County Film Office

2201 Second Street, Suite 600

Fort Myers, FL 33901

(239) 338-3500, (800) 237-6444 (U.S. & Canada)

Fax: (239) 334-1106

Parking

Event organizers are responsible for ensuring there is sufficient parking for event attendees. You will need to coordinate parking arrangements with the Sheriff's Office, the Department of Transportation, and Parks & Recreation. Notation of parking areas is required on the site plan submitted.



To assist you with the permitting process, below you will find contact information for sign-off agencies and county contacts, helpful websites, as well as contact information for fire districts and local agencies.

Sign-off Agency Contacts

| | | | |
|-------------------------------------|------------------------|----------------|--|
| Sheriff | | | |
| Amy Sellers | Detail Assistant | (239) 477-1098 | ASellers@sheriffleefl.org |
| Public Safety/EMS | | | |
| Douglas B. Higgins | EMS Division Chief | (239) 533-3916 | DHiggins@leegov.com |
| Department of Transportation | | | |
| Bryan Miller | Sr. Project Manager | (239) 533-8562 | millerbm@leegov.com |
| Randy Cerchie | DOT Director | (239) 533-8573 | rcerchie@leegov.com |
| Parks & Recreation | | | |
| Kimberly Garrett | Administrative Manager | (239) 533-7412 | KGarrett@leegov.com |
| Risk Management | | | |
| Mike Figueroa | Risk Manager | (239) 533-2221 | Risk@leegov.com |

County Departments

| | |
|---|--|
| Community Development Division of Codes & Building Services | |
| Signs, Tents, Fireworks, Temporary Use Permits, Circus, Fairs, Amusement Rides | |
| Address: 1500 Monroe Street Fort Myers, FL 33901 | Contact: Phone: (239) 533-8330 Fax: (239) 485-8340 Hours: 8 am to 4 pm |
| Visitor & Convention Bureau | |
| Film Permits | |
| Address: 2201 Second Street, Suite 600 Fort Myers, Florida 33901 | Contact: Local: (239) 338-3500 Toll-free: (800) 237-6444 Email: JLambert@leegov.com or MDotson@leegov.com Fax: (239) 334-1106 |

Helpful Websites

| Agency | Website |
|---|---|
| Division of Alcoholic Beverages and Tobacco | http://www.myfloridalicense.com/dbpr |
| Visitor & Convention Bureau | http://www.fortmyers-sanibel.com/ |
| Parks & Recreation | http://www.leeparks.org/index.html |
| Community Development - Permitting | http://www.leegov.com/dcd/BldPermitServ |



Fire Districts

| Fire Districts | | | |
|------------------------|----------------|------------------------|----------------|
| Alva | (239) 728-2223 | Iona/McGregor | (239) 433-0660 |
| Bayshore | (239) 543-3443 | Lehigh Acres | (239) 303-5300 |
| Boca Grande | (941) 964-2908 | Matlacha / Pine Island | (239) 283-0030 |
| Bonita Springs | (239) 949-6200 | N. Fort Myers | (239) 997-8654 |
| Cape Coral | (239) 574-0401 | San Carlos | (239) 267-7525 |
| Captiva | (239) 472-9494 | Sanibel | (239) 472-5525 |
| Cayo Costa/Cabbage Key | (239) 533-8597 | South Trail | (239) 433-0080 |
| Estero | (239) 390-8000 | Tice | (239) 694-2380 |
| Fort Myers | (239) 321-7311 | Upper Captiva | (239) 472-8899 |
| Fort Myers Beach | (239) 590-4200 | Useppa Island | (239) 283-7578 |
| Ft Myers Shores | (239) 694-2833 | | |

Local Agencies

| Town of Fort Myers Beach | | | |
|--------------------------|---------------------|----------------------|--|
| Tracey Gore | Mayor | (239) 560-8079 | tracey@fortmyersbeachfl.gov |
| Roger Hernstadt | Town Manager | (239) 765-0202 x1100 | roger@fortmyersbeachfl.gov |
| City of Sanibel | | | |
| Kevin Ruane | Mayor | (239) 472-4135 | sancouncil@mysanibel.com |
| Judie Zimomra | City Manager | (239) 770-0013 | sancouncil@mysanibel.com |
| William Tomlinson | Police Chief | (239) 472-3111 | bill.tomlinson@mysanibel.com |
| City of Bonita Springs | | | |
| Peter Simmons | Mayor | (239) 949-6262 | peter.simmons@cityofbonitasprings.org |
| Carl Schwing | City Manager | (239) 949-6232 | carl.schwing@cityofbonitasprings.org |
| City of Fort Myers | | | |
| Randy Henderson | Mayor | (239) 321-7020 | |
| Saeed Kasemi, P.E. | City Manager | (239) 321-7022 | |
| Event Permitting | Recreation Division | (239) 321-7530 | |
| City of Cape Coral | | | |
| Joe Coviello | Mayor | (239) 574-0436 | icoviell@capecoral.net |
| Special Events Division | | (239) 573-3123 | specialevents@capecoral.net |
| Boca Grande | | | |
| Joe Wier | Parks & Rec | (941) 964-2564 | jwier@leegov.com |
| Lt. Jeff Corkhill | Sheriff's Office | (941) 964-2400 | jcorkhill@sheriffleefl.org |
| Village of Estero | | | |
| Mary Gibbs | DCD Director | (239) 390-8000 | gibbs@estero-fl.gov |