



Lee County
Southwest Florida

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. Introduction2**
- 2. What type of event are you hosting? 3**
- 3. What do you need to know? 4**
 - a. Application Process.....4
 - b. County Fees4
 - c. Ordinances4
 - d. Required Signatures.....5
 - e. Use of Old Courthouse Steps and/or Adjacent Property 6
 - f. Picketing6
 - g. Banyan Street, Boca Grande6
 - h. Signs, Tents, Fireworks, Other Permits7
 - i. Insurance Requirements..... 7
 - j. Bond7
 - k. Alcohol Policy7
 - l. Filming in Lee County 8
 - m. Parking 8
- 4. Who do you need to contact? 9**
- 5. Sample Application 11**
- 6. Sample Certificate of Insurance 23**
- 7. Incorporated City Map24**
- 8. Fire District Map 25**

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 use of Old Courthouse steps and the adjacent property.

Examples: Parades, Road Races, 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 Code of Ordinances, Chapter 19, Article VI** 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 2000 Main Street Phone: (239) 533-3911				
Department of Transportation 1500 Monroe Street Phone: (239) 533-8580				
Lee County Parks & Recreation 3410 Palm Beach Boulevard Phone: (239) 533-7451				
Lee County Risk Management 1500 Monroe Street, 4 th Floor Phone: (239) 533-0835				
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. 10.



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:

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, Jen Hillery	Detail Assistants	(239) 477-1098	ASellers@sheriffleefl.org JHillery@sheriffleefl.org
Public Safety/EMS			
Douglas B. Higgins	EMS Division Chief	(239) 533-3911	DHiggins@leegov.com
Department of Transportation			
Nathan Thoman	Sr. Project Manager	(239) 533-8537	nthoman@leegov.com
Rob Price	Director	(239) 533-8592	rprice@leegov.com
Parks & Recreation			
Colleen Via	Countywide Svcs Manager	(239) 533-7400	CVia@leegov.com
Risk Management			
Mike Figueroa	Risk Manager	(239) 533-0835	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: 9 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: 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	https://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			
Dan Allers	Mayor	(239) 765-0202	AllersD@fmbgov.com
Andrew Hyatt	Town Manager	(239) 765-0202	andyhyatt@fmbgov.com
City of Sanibel			
Richard Johnson	Mayor	(239) 472-4135	sancouncil@mysanibel.com
Dana Souza	City Manager	(239) 472-3700	citymanager@mysanibel.com
William Dalton	Police Chief	(239) 472-3111	
City of Bonita Springs			
Rick Steinmeyer	Mayor	(239) 949-6262	rick.steinmeyer@cityofbonitasprings.org
Arleen Hunter	City Manager	(239) 949-6262	arleen.hunter@cityofbonitasprings.org
City of Fort Myers			
Kevin B. Anderson	Mayor	(239) 321-7020	
Marty Lawing	City Manager	(239) 321-7024	
Event Permitting	Recreation Division	(239) 321-7530	
City of Cape Coral			
John Gunter	Mayor	(239) 574-0436	jgunter@capecoral.gov
Special Events Division		(239) 573-3123	specialevents@capecoral.net
Boca Grande			
Colleen Via	Parks & Recreation	(239) 533-7400	CVia@leegov.com
Village of Estero			
Mary Gibbs	DCD Director	(239) 390-8000	gibbs@estero-fl.gov