



COMMUNITY DEVELOPMENT TEMPORARY PERMIT APPLICATION

Case#TMP20 _____
Date _____
Rep. _____

This application and the additional submittal requirements may be submitted by email to occszoning@leegov.com. All files must be attached to one email message.

Applicant: _____ Contractor License # (if applicable): _____
Phone: _____ Email: _____
Property Owner's Name: _____
Address of Property: _____ Strap: _____
Directions to Property: _____

Type of Use Requested:

- | | | |
|---|----------------------------------|--|
| <input type="checkbox"/> General Temporary Use (\$150)
<i>LDC Section 34-3041</i> | Choose an item.
*Other: _____ | <input type="checkbox"/> Seasonal Farmers' Market (\$100)
<i>LDC Section 34-3048</i> |
| <input type="checkbox"/> Construction Trailer/Equipment Shed (\$150)
DOS/PERMIT #: _____
<i>LDC Section 34-3044</i> | | <input type="checkbox"/> Fireworks Display (\$250) |
| <input type="checkbox"/> Temporary Storage Facilities (\$150)
<i>LDC Section 34-3050</i> | | <input type="checkbox"/> Parking Lot (\$100)
<i>LDC Section 34-2022</i> |
| <input type="checkbox"/> Tent (\$150)
Event: _____
<i>LDC Section 34-3042, 34-3043</i> | Choose an item.
*Other: _____ | <input type="checkbox"/> Temporary Mail Distribution (\$100)
<i>LDC Section 34-3049</i> |
| <input type="checkbox"/> Temporary Housing (\$150)
(RV, MH, FEMA)
<i>LDC Section 34-3046, 34-3051</i> | Choose an item.
*Other: _____ | <input type="checkbox"/> Other
Describe Other: _____ |
| <input type="checkbox"/> Temporary Sign (\$35)
<i>LDC Section 30-151</i> | Choose an item. | |

Description of Temporary Event:

Date of Event: _____ thru _____ Hours of Operation: _____ to _____

Tent (if applicable):

No. of Tents: _____ Size of Tents: _____ Sq. Ft.* Side Walls: NO YES
**Tents over 900 sq. ft. and/or with side walls, \$50 Plan Review fee*

Electric (if applicable):

Electric: NO YES* Electric Amps: _____
**If yes, \$75 Electric fee and Admin/Radon fees apply*

ADDITIONAL SUBMITTAL REQUIREMENTS

- Notarized letter from property owner giving permission for use of property (not required for Construction Trailer/Equipment Shed).
- Proof of sanitary facilities (port-o-let contract, sewer availability, or septic approval letter) or letter from neighboring business, stating that restroom facilities are for their use, indicating that hours of operation are compatible (not required for Temporary Storage Facilities). If sewer is needed, additional sewer fee and admin/radon fees will apply.
- Copy of public liability insurance, plus property damage in amount of \$50/100,000 minimum coverage (not required for Construction Trailer/Equipment Shed).
- A site plan indicating available parking, existing structures and location of equipment, restroom facilities, etc.
- Two (2) copies of the flame retardant certificates are required for each tent (if applicable).
- A special events permit may be required if projected attendance exceeds 1,000 people per day, if the event is located within a County park/facility or on County property, and/or if alcohol is being sold or consumed within a County park/facility or on County property.

COMMUNITY DEVELOPMENT

AFFIDAVIT FOR OVER THE COUNTER PERMITS FOR TENTS

I hereby affirm that the following criteria will be met for the tents to be erected at:

_____ (address)

for _____ (Business Name) for the purpose of _____ (event)

Tent is under 2500 square feet and does not have side walls.

Tents will not be used for a place of assembly (more than fifty (50) people), kitchen or mess hall.

Tents will not block any driveway, fire hydrant or fire access to any building.

Tents will be at least twelve (12) feet from all property lines and have an unobstructed passage-way or fire road not less than twelve (12) feet wide and free from guy ropes or other obstructions on all sides of tent.

“NO SMOKING” signs will be placed approximately every twenty (20) feet around perimeter of tent.

One (1) classification type 2A fire extinguisher will be provided in every tent having a floor area of more than five hundred (500) square feet but less than one thousand (1000) square feet, and also one (1) in each auxiliary tent adjacent thereto. Two (2) classification type 2A fire extinguishers will be provided for each tent from 1000 to 2500 square feet.

NOTE: At a minimum, all tents displaying or selling any sparklers shall have at least (1) one 10LB. 4A-60BC Fire extinguisher per NFPA-a Chapter-16

Tents that will be occupied after sunset will have lights and emergency lighting.

Flame resistance certificates will be on the job site for inspection.

All other applicable requirements of N.F.P.A. 102 will be complied with.

I understand that it is the responsibility of the permit holder to call the Inspections Office for inspection request and the Local Fire District to receive final fire inspection prior to using the tent.

Verification pursuant to Section 92.525, Florida Statutes

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

Signature (owner/authorized agent) _____ Date _____

Typed or printed name _____

BUILDING AND FIRE MARSHALL CODES FOR TEMPORARY PERMIT

Permit Required

No person may erect, operate, or maintain a tent or air supported structure covering an area in excess of one hundred twenty (120) square feet without a permit. Tents used exclusively for camping are exempt from the above requirement.

Place of Assemblage

A place of assemblage includes any circus, carnival, tent show, theater, skating rink, dance hall or other place of assemblage in or under which persons may gather for any purpose.

Location of Tents and Air Supported Structures

- 1) A tent or air supported structure must be so located from any property line or permanent structure so as to be readily accessible by fire equipment.
- 2) Tents or air supported structures having an area of fifteen thousand (15,000) sq. ft. or more must be located not less than fifty (50) feet from any other tent or structure as measured from the side wall of the tent unless joined together by a corridor.
- 3) Tents and air supported structures may be joined together by means of corridors, but such corridors must be open to the sky. On each side of such corridor and approximately opposite each other, there must be provided openings not less than twelve (12) feet in width. These openings must be equipped with sliding curtains.
- 4) An unobstructed passageway or fire road not less than twelve (12) feet in width and free from guy ropes or other obstructions must be maintained on all sides of all tents or air supported structures unless otherwise approved by the fire authority having jurisdiction.

Structural Stability

Tents or air supported structures and their appurtenances must be adequately roped, braced and anchored to withstand the elements of weather against collapsing.

Flame-Retardant Treatment

The side wall, drops and top of all tents and air supported structures and all decorations must be of flame-retardant material or must be made fire retardant.

An affidavit or affirmation must be retained on the premises at which the tent or air supported structure is located, attesting to the following information relative to the flame retardant treatment of the fabrics:

1. Date fabric was last treated with flame-retardant solution.
2. Trade name or kind of chemical used in treatment.
3. The name or person or firm treating the material.
4. The name and address of the owners of the tent.

Fire-Safety Standards

- 1) Smoking must not be permitted in any tent or air supported structure. Approved "NO SMOKING" signs must be conspicuously posted.
- 2) No fireworks, open flame or other device emitting flame or fire may be used in or immediately adjacent to any tent or air supported structure while open to the public.

Fire Extinguishers and Other Fire-Protection Equipment

Fire extinguishers and other fire protection equipment must be provided in every tent or air supported structure as follows:

1. One 2-A type extinguisher must be provided in every tent or air supported structure having a floor area of more than five hundred (500) square feet but less than one thousand (1000) square feet and also one in each auxiliary tent or air supported structure adjacent thereto.
2. One additional 2-A type extinguisher must be provided for each additional two thousand (2000) square feet or fraction thereof.