



TEMPORARY EVENT/USE PERMIT APPLICATION

PERMIT # _____

Community Development Dept. | 9220 Bonita Beach Road, Ste. 111 | Bonita Springs, FL 34135 | (239) 444-6150 | permitting@cityofbonitaspringscd.org

Applicant Name: _____ Company: _____

Property Owner Name: _____

Site Address: _____ Bonita Springs, FL ZIP: _____

Unit Number: _____ Strap Number: _____ -- _____ -- _____ -- B _____ -- _____ . _____

Phone Number: (____) _____ - _____ Email Address: _____

Type of use requested: _____

Date of Event: Starts: _____, Ends: _____ Hours: _____ till _____

Number of Tents: _____ Sq. Ft. per Tent _____, _____, _____

Side Walls: Yes No Electric: Yes No Fence: Yes No

PLEASE READ THE FOLOWING CAREFULLY: If any of the following two (2) items is circled, kindly proceed to City Hall Special Events Department for processing as a Special Event Permit is required **prior** to submittal of this permit.

1. Participants exceeding 200 at one time during the event.
2. Air shows; art shows (excluding arts and crafts and other sales less than 30 booths / vendors provided they obtain a temporary use permit); running or walking events (including triathlons); carnivals; concerts; festivals; fireworks; parades; commercial photography shoots; musical presentations; street dances; other similar event activities requiring offsite parking, street closures, sound amplification **EXCEEDING THE NOISE ORDINANCE (above 65 decibels)**; City co-sponsorship or use of City personnel or public property.

ADDITIONAL REQUIRED INFORMATION – MUST BE PROVIDED AT TIME OF APPLICATION

- A. A copy of your current Business Tax Receipt for that location or a completed Business Tax Receipt application. If you are an out of county merchant, you will need to go to the Lee County Tax Collectors Office (239)339-6037 for a Transient Merchants License.
- B. Notarized letter from property owner giving permission for use of property (**unless you own the property**).
- C. Proof of sanitary facilities (port-a-let contract) or letter from neighboring business, stating that restroom facilities are available for their use, indicating that hours of operation are compatible.
- D. Copy of public liability insurance, plus property damage in amount of \$50/100,000 minimum coverage (**unless the event falls under the City’s insurance policy**).
- E. Two (2) site plans indicating: available parking, adjoining structures and location of tent (if applicable).
- F. If the tent is 100sq. ft. and over the plans will need to be reviewed by Bonita Springs Fire & Rescue.
- G. Two (2) copies of flame retardant certificates are required for each tent.
- H. Sounds emanating from the temporary use shall not adversely affect any surrounding property.
- I. TEMPORARY PROMOTIONAL BALLOONS are allowed for 15 days, three times per calendar year. A separate permit required can only be issued to a licensed contractor.
- J. TEMPORARY PROMOTIONAL SIGNS/BANNERS are allowed 15 days, three times per calendar year. A separate permit is required.
- K. TEMPORARY CONSUMPTION ON PREMISES: If a temporary alcoholic consumption will be offered, a temporary COP permit is required from Community Development. Visit the following page to download the application: <http://cityofbonitaspringscd.org/special-events/>

L. FEES

- \$25.00 for Temporary Sign/Banner Permit.
- \$25.00 for Temporary Use w/o Tent.
- \$150.00 for Temporary Use Permit for the following: Carnival, Christmas Tree Sales, Circus, Construction Trailer, Fireworks, Parking Lot and Roads Side Stand.
- Permits with a tent larger than 10x10 require Fire District approval and Plan Review fees.

M. TEMPORARY CONSTRUCTION TRAILERS ONLY

- Two (2) site plans showing location of trailer with tie down details.
- Contractor License #: _____
- Building Permit Number or Development Order Number: _____
- Port-a-let contract

COMMUNITY DEVELOPMENT

AFFIDAVIT 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(s) are under 2500 square feet and do not have sidewalls.

Tents will not be used for a placed of assembly (more than 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.

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 25000 square feet.

“NO SMOKING” signs will be positioned approximately every twenty (20) feet around the perimeter if the tent.

NOTE: At a minimum, all tents displaying or selling any sparklers shall have at least one (1) 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 compiled with.

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

Signature: _____

Under penalties of perjury, I declare that I have read the foregoing Affidavit and the facts stated in it are true.

Signature (owner/authorized agent): _____ Date: _____

Type or print 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.