



TEMPORARY USES, CONSTRUCTION STAGING AREAS AND SPECIAL EVENTS PERMIT APPLICATION

APPLICATION FEE: \$210
REVIEW OF TEMPORARY ALCOHOL SALES LICENSE:
Additional \$90 fee



**Department of Development
Support & Environmental
Management**
435 North Macomb St., 2nd FL
Tallahassee, Florida 32301

Phone: (850) 606-1300
www.leonpermits.org

Combined Permit Application Requirements for Development Services, Fire Safety Office, Sheriff's Office, Emergency Medical Services, Health Department & Building Plans Review and Inspection

Leon County Development Support and Environmental Management (DSEM), in cooperation with the Tallahassee Fire Department, Emergency Medical Services, Sheriff's Office, Public Works and the Florida Department of Health is committed to processing permit applications in the shortest time possible. In order to prevent delays in processing, applicants must complete *all* of the required documentation before processing of the permit application can begin. Staff is available to answer any questions regarding application requirements.

This application provides a detailed explanation of permit requirements for temporary uses, construction staging areas, and special events intended to accommodate an attendance of 250 or more persons. For your convenience, and to reduce permit review time, this application contains all of the requirements of the Development Services Division, Fire Safety Office, Emergency Medical Services, Sheriff's Office and the Health Department. The entire package shall be submitted to the DSEM office at 435 North Macomb Street, Tallahassee, Florida, 32301. Upon receipt of a completed application, it will be digitally forwarded to the agencies noted above for review.

Please note that activities held at County-owned parks and recreation facilities do not require completion of this application. For such activities, you must contact Public Works, Division of Parks and Recreation at (850) 606-1500.

TELEPHONE NUMBERS

SHERIFF'S OFFICE	(850) 922-3300
TALLAHASSEE FIRE SAFETY OFFICE	(850) 891-7196
DEVELOPMENT SERVICES DIVISION	(850) 606-1300
FLORIDA DEPARTMENT OF HEALTH IN LEON COUNTY	(850) 606-8350
EMERGENCY MEDICAL SERVICES	(850) 606-2100
PUBLIC WORKS	(850) 606-1500

NOTE: Application deadlines vary depending on the size of the temporary activity. For events expecting greater than 2,500 people in attendance, an application must be submitted a minimum of 45 calendar days in advance of the event and applicant attendance at a permit review meeting with all reviewing agencies will be required. For smaller events and uses, an application must be submitted a minimum of 20 calendar days prior to the proposed event to allow sufficient review time.

PERMIT TYPES

SECTION I. Temporary Uses: Temporary uses are activities that are not intended to be permanent and have short duration spans. The typical duration can range from a few hours up to 15 consecutive days. Temporary uses may or may not include the construction of temporary structures. All temporary structures shall be subject to applicable building permitting requirements. Documentation shall be provided and approved by DSEM demonstrating that the temporary structures comply with the applicable building codes. This includes connection to electrical services for temporary lighting and equipment. **To apply, please submit the Section I data sheet and signature page of this application.**

Examples of Temporary Uses (list is not inclusive of all possible temporary uses):

- Fireworks Stand
- Fruit/Vegetable Stand
- Artisan/Craftsman
- Seasonal Sales (Christmas trees, pumpkins, etc.)

SECTION II. Temporary Construction Staging Areas: Temporary off-site construction staging areas are intended to provide a temporary location for storing construction materials and equipment. The duration for a temporary construction staging area permit is 24 months. These uses are typically utilized for infrastructure-related improvement projects, but may be utilized for other construction projects. Failure to restore a site to pre-development conditions will result in referral to the Code Enforcement Board (Section 10-6.804 of the Leon County Land Development Code).

To apply, please submit the Section II data sheet and signature page of this application.

Examples of Temporary Construction Staging Areas (list is not inclusive of all possible types):

- Street/Highway Construction Projects
- Sewer/Water Line Construction Projects
- Other construction projects requiring equipment/material to be stored off-site, but within close proximity to the construction site.

SECTION III. Temporary Special Events: Special events are temporary activities that draw large numbers of people. These types of activities can significantly impact traffic, the delivery of emergency services and may have other health and safety issues. Additionally, special events can create noise and lighting impacts for neighboring properties. The typical duration can range from two hours up to 15 consecutive days (Section 10-6.804, LDC). Temporary events may or may not include the construction of temporary structures. Proposed special events expecting 250 or more persons shall require the completion and submittal of a temporary special event permit.* Contact Development Services at (850) 606-1300 to help determine whether your event requires a permit. **To apply, please submit the Section III data sheet and signature page of this application.**

Examples of Temporary Special Events (list is not inclusive of all possible special events):

- Concerts/Musicals
- Car Shows
- Fairs
- Large Parties
- Flea Markets
- Tent Meetings (rallies, speeches, religious, etc.)
- Races (running, biking, rowing, etc.)

**Note that although temporary events with less than 250 expected persons do not require a permit, staff recommends contacting DSEM to facilitate any necessary coordination with the appropriate authorities.*

ELIGIBILITY REQUIREMENTS

(As per Section 10-6.804 of the LDC)

1. **Number of Applications:** No more than **four** temporary use permits shall be issued for any specific parcel within any calendar year; a 15-day extension of a temporary use permit shall be counted as an additional permit.
2. **Noise Control:** Temporary use permits will not be approved if they are in direct conflict with provisions of the County's Noise Control Ordinance (Article II, Section 12, LDC). Temporary use permits shall not be issued for applications with the expressed intent of extending hours of operation for events utilizing amplified sound. Additionally, no electrical sound amplification shall be permitted within 1,000 feet of any residential use.
3. **Allowable Zoning Districts:**

(a) **Temporary uses or special events** are **not allowed** in the following residential zoning districts: Residential Preservation (RP); Manufactured Home Park (MH); Medium Density Residential (MR-1); Residential Acre (RA); Single-Family Detached Residential (R-1 and R-2); Single and Two-Family Residential (R-3); Single, Two and

Multi-Family Residential (R-4); or Manufactured Home and Single-Family Detached (R-5). They are also **not allowed** in the following zoning districts when the districts are used entirely for residential purposes: Rural (R); Urban Fringe (UF); Rural Community (RC); Woodville Rural Community (WRC); Lake Talquin Recreation/Urban Fringe (LTRUF); Lake Protection (LP); and Office Residential (OR-1, OR-2 and OR-3).

(b) Temporary off-site construction staging areas are permissible in all zoning districts wherein applicable criteria are met.

4. **Setbacks:** No temporary structure or equipment associated with the temporary use shall be located within 500 feet of any residential property line.
5. **Buffers: Temporary off-site construction staging areas** proposed within or adjacent to RP, R-1, R-2, R-3, R-4, R-5, LP or MH zoning districts shall provide an opaque buffer between the boundary of the proposed site and any adjacent residential uses. Additionally, some **temporary uses/events** that are adjacent to a different type of land use may require buffers. If you are required to install or preserve a buffer, staff will notify you prior to issuing the permit.

FIVE STEPS TO OBTAINING A PERMIT

STEP 1: COLLECT AND PREPARE REQUIRED INFORMATION AND DOCUMENTS RELATED TO YOUR TEMPORARY USE/CONSTRUCTION STAGING AREA/SPECIAL EVENT.

A. **Data Sheets.** All applications will require the completion of the applicable data sheets found in Sections I, II and III of this packet. Special events (Section III) require significantly more information to be provided. You will need to obtain your parcel identification number which can be found on your most recent ad valorem (property) tax notice or by calling the Leon County Property Appraiser's Office.

B. **Site Plan.** A site plan is a scaled drawing of your property. You do not need to provide a signed and sealed survey; however, the scaled drawing shall include the following information:

- Name of the event, event date(s) and hours of operation;
- Parcel identification number and parcel address;
- North directional arrow;
- All property boundary lines and adjacent roadways;
- Label the location of all existing permanent and proposed temporary structures and their distances from the property line and each other (e.g., buildings, stages, tents, tarps, canopies, fences, barricades, etc.). A floor plan showing emergency exits, lighting, fire extinguisher locations and any seating/bar areas will be required for all existing permanent structures being utilized for an event;
- Width and location of existing or proposed drive aisles, parking spaces and emergency access sufficient to provide access for fire, police and emergency service vehicles;
- Proposed traffic and pedestrian circulation plans including ADA accessibility (site ingress/egress);
- First aid/emergency response location;
- Location of public sanitary facilities and/or portable toilets;
- Location of any proposed lighting and/or on-site signage for event; and
- Location of all man-made or environmental features such as slopes, swales, waterbodies, or fill material.

Additional Site Plan Details for Off-Site Construction Staging Areas Only:

- Location of special development restrictions, such as easements, required undisturbed natural areas, or land use buffers;
- An arrow indicating the direction of any slopes;
- Limits of clearing activity and location of grading activity; and
- Location of all natural or constructed water conveyance features, such as ravines, ditches, swales, culverts, canals, streams or springs/seeps.

C. **Safety Plan.** A safety plan is required as part of the application for temporary use and special event permits. Please contact Development Services staff who will facilitate communication with local emergency services (Tallahassee Fire Department, Leon County Sheriff's Office (LCSO), Leon County Emergency Medical Services and Leon County Public Works) and coordinate event activities to discuss the needed components of your safety plan. Local law enforcement presence is mandatory at any event where alcohol will be served. If a private firm is being hired to

provide additional security, crowd control or parking services, then a signed contract will also be required to be submitted as part of this application. Local law enforcement will be the lead agency in charge of security for all temporary uses/construction staging areas/special events and must approve all safety plans prior to permit issuance.

Safety plans should include (but not limited to):

- Contact information for the primary person to call in the event of an emergency or for additional information
- Complete directions to the site of the planned temporary use/construction staging area/special event
- Details regarding the proposed coordination and response to emergency situations:
 - method of on-site communication by workers/organizers, including type of back-up public announcement system to be used during power failure or primary system malfunction;
 - weather hazard notification strategy for outdoor or combined events and protocol for event cancellation;
 - safety protocol for handling suspicious or unattended packages;
 - safety protocols/procedures for aerial activities, pyrotechnics and/or activities using compressed gas;

D. Flame Retardant Certificates. Tents, canopies and tarps being used at the site of the planned temporary use or special event will require flame retardant certificates be submitted as part of this application. Generally, tents, canopies and tarps that are 200 square feet or greater and any size tent that will be exposed to flammable materials (e.g., vendors preparing food and/or allowing seating customers next to cooking areas) will require proof that the tent material is flame retardant.

F. Portable Toilet Contract. A signed contract with a portable toilet company is required to be submitted along with this application. The contract must include dates and times of event, number of restrooms being provided, the service frequency, and the removal date of the units. Contact the Florida Department of Health in Leon County prior to application submittal to determine requirements for portable toilets based on the type, size and duration of the event.

G. Street Closure/Right of Way Impacts. Applicants must receive approval from Leon County Public Works when a temporary use/event impacts the County rights of way including but not limited to street/sidewalk/lane closure, lane shift, increase in traffic volume, or temporary signs within the rights of way. If a street/sidewalk closure is needed on a County road, the applicant must provide Public Works with: a description of the closure including the location, times and dates and a certified Maintenance of Traffic (MOT)/Detour Plan by a Florida Professional Engineer or a Florida Department of Transportation (FDOT) Advanced MOT certificate holder. If a temporary use/event impacts FDOT rights of way, the applicant must secure prior approval from FDOT.

STEP 2: APPLICATION SUBMITTAL

Submit completed packet and all applicable forms and fees to the Department of Development Support and Environmental Management (DSEM). A Development Services Representative will review the application for completeness and ensure that if construction of temporary structures is proposed that a building permit is included.

STEP 3: DEVELOPMENT SERVICES PERMIT REVIEW

Staff from the Development Services Division will review the application to ensure all required documents and certifications are included prior to digitally distributing to all reviewing agencies. A Development Services Representative will coordinate all comments, if any, to the applicant. Once the application has been approved, the Development Services Representative will inform the applicant that the permit is ready to be picked up.

STEP 4: INSPECTIONS

Prior to the commencement of all temporary activities, applicants shall schedule a “Fire/Life Safety Inspection” by phoning City of Tallahassee Inspection Services at (850) 891-7040. A building inspection will also be required if temporary electrical service and/or temporary structures are being utilized. Applicants shall request a building inspection through Leon County’s Interactive Voice Response System (IVRS) by calling (850) 891-1800. *Note: It is the responsibility of the applicant to arrange inspections one day prior to the start of a temporary activity. A permit can be revoked immediately upon discovery that an activity is in violation of the permit or any condition of approval.*

STEP 5: CERTIFICATE OF COMPLETION

Once all inspections are completed and approved, the applicant may contact DSEM to receive a Certificate of Completion prior to the proposed event’s commencement.

Section I: Temporary Use Data Sheet

Note: If temporary structures are proposed (stage, building, etc.), this data sheet must be accompanied by a completed "Application for Building Permit and/or Single Family/Mobile Home/Environmental Management Permit," including construction drawings which may require a seal by a design professional.

TEMPORARY USE SITE INFORMATION AND CHECKLIST

APPLICANT: _____ **Application Fee: \$210*;** **Alcohol Review Fee: \$90 (additional)**

Date Application Submitted: _____ * A 15-day extension counts as an additional permit.

Name of Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Primary On-site Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Name of Temporary Use Event: _____

Description of Temporary Use Event: (additional sheet may be attached if necessary): _____

Type of Use: Public Private

Temporary Use Location Address: _____

Between: _____ and _____
Cross Street Cross Street

Parcel Identification Number: _____ Zoning District: _____

Temporary Structures (check all that apply and specify number of each): Tent _____ Canopy _____ Stage _____
 None Other/Number: _____

Private firm will be hired for security: Yes* No *If yes, attach a signed contract to the application.

License number(s) of any contractor(s): _____

The following supplemental information must be submitted with this application: (Check all included)

- Scaled site plan (see page 3 of application for a complete list of requirements for the site plan drawing).
- Flame retardant certificates for tents, canopies and tarps (see page 4 of application for requirements).
- Safety plan (see page 4 of application for requirements).
- Signed contract with a portable toilet company (see page 4 of application for requirements).
- Signed contract with private security company, if applicable.
- Application for "Building Permit and/or Single Family/Mobile Home/Environmental Management Permit", including construction drawings which may require a seal by a design professional, if applicable.

DURATION/HOURS OF OPERATION

Dates of Use/Event: From _____ to _____ Hours of Operation: _____

Dates of Set-up/Deconstruction: From _____ to _____ Hours of Operation: _____

Section III: Temporary Special Event Data Sheet

Note: If temporary structures are proposed (stage, building, etc.), this data sheet must be accompanied by a completed "Application for Building Permit and/or Single Family/Mobile Home/Environmental Management Permit," including construction drawings which may require a seal by a design professional.

TEMPORARY SPECIAL EVENT SITE INFORMATION AND CHECKLIST

APPLICANT: _____ **Application Fee*: \$210**
Date Application Submitted: _____ **Alcohol Review Fee: \$90 (additional)**
*A 15-day extension counts as an additional permit.

Name of Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____

Primary On-site Contact Person: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

Name of Temporary Use Event: _____
Description of Temporary Use Event, including the type of entertainment, e.g.: music, sales, festival, religious, etc., (use additional sheet if necessary): _____

Temporary Event Location Address: _____
Between: _____ and _____
Cross Street Cross Street

Parcel Identification Number: _____ Zoning District: _____

Attendance and Advertising: (Note: Any signs shall meet requirements for Article IX of the LDC).

Method(s) of advertising event (billboards, mail, social media, etc.): _____
Advertising radius: Local (<50 mi.) Regional (1+ counties) Statewide Multi-state Other: _____
Target Audience: _____ Was event advertised as alcohol-free: Yes No
Estimated age composition of audience (in % of total audience): <12 yrs. ____% 13-18 yrs ____% 19-25 yrs. ____%
26-40 yrs. ____% 41-55 yrs. ____% 56 yrs. and above ____%
Total number of tickets for sale (including VIP, giveaways, at gate, etc.)? _____
Attendance (including spectators) - Hourly average: _____ Planned maximum: _____
Legal capacity of venue: _____ Determined by (manufacturer, Fire Dept.): _____
Food will be provided and/or sold: Yes No Event gated and/or fenced: Yes No
Maximum number of vendors: _____ Types of vendors: _____

Temporary Structures:

Temporary Structures (check all that apply and specify number of each): Tent _____ Canopy _____ Stage _____
 None Other/Number: _____
Wind load capacity of temporary structures (must meet FL Building Code requirements): _____
Wind loads were determined by (manufacturer, supplier): _____
Method of anchoring stages to the ground: _____
Method of anchoring tents to the ground: _____
Amplified music or sound will be part of the event: Yes No
Method of anchoring audio equipment to the ground: _____
Method of marking/protecting generators and/or electrical cords: _____

Temporary Alcohol Sales (requires permit from DBPR and mandatory law enforcement presence at event):

Alcohol will: be served at the venue be served outside of the venue (<1,000 ft) not be served at the venue
Process for monitoring alcohol sales: _____

Emergency Services: (A Safety Plan must be submitted as part of this application.)

Fixed structures exist on the property suitable for shelter during inclement weather: Yes No

Venue is accessible to vehicles in all weather conditions: Yes No

Composition of service roads (paved, dirt, gravel, grass, etc.): _____

Ponds, lakes, pools or other water hazards exist on the venue premises: Yes No

Food and bar area, toilets, and entertainment readily accessible to persons with disabilities: Yes No

Exits accessible for persons with disabilities during emergencies without impeding others: Yes No

Camping will be allowed on the venue property: Yes No

Animals will be present and/or allowed on site during the event: Yes No

Person/entity responsible for medical care of entertainer(s): _____

Person/entity responsible for security of entertainer(s): _____

Compressed gas will be discharged as part of the event: Yes No

Aerial activities will be part of the event (airplanes, hot air balloons, etc.): Yes* No

**If yes, please provide a contract with the company in charge of the aerial activities that includes the name, address, phone, email and license number (if applicable) as part of the your application submittal.*

Pyrotechnics will be part of the event: Yes* No

**If yes, a [Fireworks Display/Sparkler Vendor Permit Application](#) through the City of Tallahassee Fire Department will need to be completed by the company in charge of the pyrotechnic as part of your application submittal.*

Note: Events where alcohol is being served require mandatory law enforcement presence. One deputy will be assigned per 75-100 people in attendance. Regular pay is \$35 per hour with a 3 hour minimum. A supervisor will be assigned for every 4 deputies. Additional fees will be incurred for holiday events. Additionally, local law enforcement must approve all supplementary personnel hired.

Off-duty law enforcement officers will be hired to provide primary: Security Crowd Control Parking None
Contact Person at LCSO: _____ Date of Contact: _____

A private company will be hired to provide supplementary: Security Crowd Control Parking None

**If yes, please provide a contract with the company that includes the name, address, phone, email, license number (if applicable) and details of their supplementary duties as part of the your application submittal.*

Street Closures: (Leon County Public Works and FDOT will have supplemental requirements and/or applications for events that require street closures).

Event will be a moving route (race, walk, etc.) along: streets sidewalks both n/a

Streets/sidewalks requiring closure: _____ From _____ am/pm To _____ am/pm

Traffic control devices will be used: Yes No

Traffic will be directed by (person/entity): _____

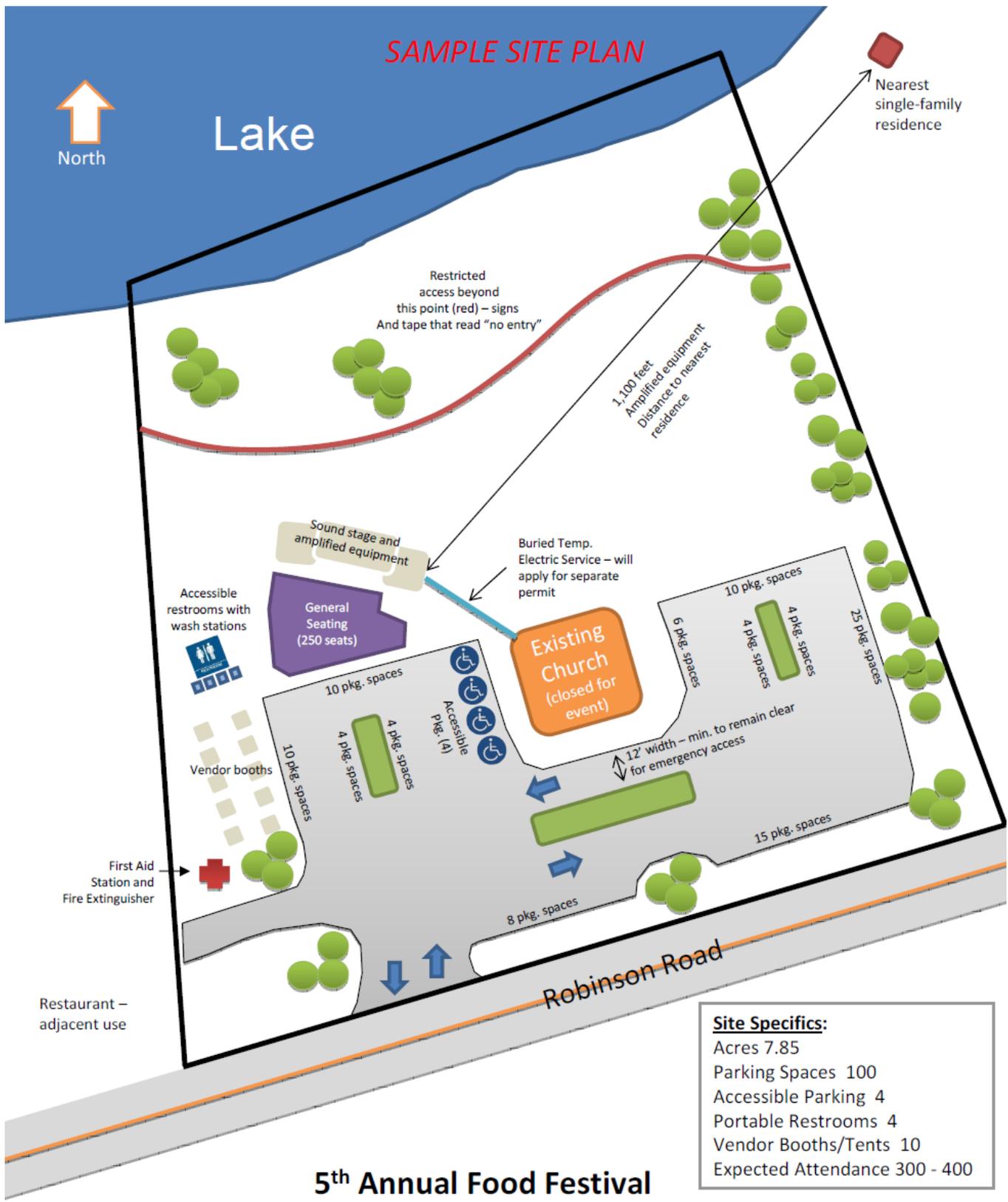
The following supplemental information must be submitted with this application (Check all included):

- Scaled site plan (see page 3 of application for a complete list of requirements for the site plan drawing).
- Flame retardant certificates for tents, canopies and tarps (see page 4 of application for requirements).
- Safety plan (see pages 3-4 of application for requirements).
- Signed contract with a portable toilet company (see page 4 of application for requirements).
- Signed contract with a private company providing supplemental security/crowd control/parking assistance, aerial and/or pyrotechnic activities if applicable (see page 4 and 11 of application for requirements).
- A street closure request and/or Road Closure Permit, if applicable (see page 4 of application for requirements).
- Application for "Building Permit and/or Single Family/Mobile Home/Environmental Management Permit," including construction drawings which may require a seal by a design professional, if applicable.

DURATION/HOURS OF OPERATION

Dates of Use/Event: From _____ to _____ Hours of Operation: _____

Dates of Set-up/Deconstruction: From _____ to _____ Hours of Operation: _____



Site Specifics:
 Acres 7.85
 Parking Spaces 100
 Accessible Parking 4
 Portable Restrooms 4
 Vendor Booths/Tents 10
 Expected Attendance 300 - 400

5th Annual Food Festival
 May 15, 2013 (10 a.m. – 4 p.m.)
 3563 Robinson Road
 Parcel ID #: 11-11-20-100-000-0