



SEMINOLE COUNTY
PLANNING & DEVELOPMENT DIVISION
 1101 EAST FIRST STREET, ROOM 2028
 SANFORD, FLORIDA 32771
 TELEPHONE: (407) 665-7371
 PLANDESK@SEMINOLECOUNTYFL.GOV

PROJ. #: _____

SPECIAL EVENT PERMIT

**MUST SUBMIT COMPLETED APPLICATION, FEE AND OTHER REQUIRED DOCUMENTS NO LESS THAN
10 BUSINESS DAYS PRIOR TO AN EVENT NOT REQUIRING BCC APPROVAL OR
45 BUSINESS DAYS PRIOR TO AN EVENT REQUIRING BCC APPROVAL.**

APPLICATION TYPE/FEE

- | | |
|--|----------|
| <input type="checkbox"/> SPECIAL EVENT PERMIT (<u>NOT</u> REQUIRING BCC APPROVAL) | \$75.00 |
| <input type="checkbox"/> SPECIAL EVENT PERMIT (REQUIRING BCC APPROVAL) | \$300.00 |

EVENT INFORMATION

EVENT NAME:

LOCATION ADDRESS:

LOCATION PARCEL ID #:

DATE(S) & HOURS OF EVENT:

OF ATTENDEES/DAY:

ACREAGE OF PROPERTY:

ZONING:

SECURITY: YES NO

DESCRIPTION OF EVENT (TYPE OF PERFORMANCES, RECORDING AND/OR SOUND AMPLIFICATION EQUIPMENT, SIGNS OR OTHER DEVICES FOR ATTRACTING ATTENTION, HOW SECURITY AND TRAFFIC CONTROL WILL BE PROVIDED, ETC.):

PROPERTY OWNER

NAME:

COMPANY:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

AUTHORIZED AGENT

NAME:	COMPANY:	
ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

ATTACHMENT CHECKLIST

- APPLICATION
- APPLICATION FEE
- SITE PLAN SHOWING THE LOCATION(S) OF: ALL PERMANENT AND/OR TEMPORARY STRUCTURES, SIGN(S) (ON SITE AND OFF SITE – MUST INCLUDE SIZE & LOCATION), LIGHTING, FOOD/BEVERAGE SERVING LOCATIONS, MUSIC OR OTHER AMPLIFIED NOISE SOURCE(S), INCLUDING FIREWORKS, IN RELATION TO RESIDENTIAL AREAS, SANITATION FACILITIES, TRASH RECEPTACLES, INGRESS AND EGRESS LOCATIONS, PARKING PLAN, PEDESTRIAN CIRCULATION PLAN AND MEDICAL FACILITIES, IF REQUIRED BY THE PUBLIC SAFETY DIRECTOR.
- APPLICANT AUTHORIZATION FORM, IF APPLICABLE
- APPLICANT AUTHORIZATION FORM FOR ANY OFF-SITE SIGNS AND/OR PARKING, IF APPLICABLE
- LICENSES FOR THE SERVING OF FOOD AND/OR BEVERAGES, IF APPLICABLE
- CERTIFICATE OF INSURANCE

INFORMATIONAL: EVENTS THAT PROPOSE BARRICADING ANY STREET(S) WILL REQUIRE A PERMIT FROM THE PUBLIC WORKS DEPARTMENT. THEY CAN BE REACHED AT (407) 665-5678

By my signature hereto, I do hereby certify that the information contained in this application is true and correct to the best of my knowledge, and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and / or revocation of any approval based upon this application. I also represent that I have the lawful right and authority to file this application.

SIGNATURE OF OWNER/AUTHORIZED APPLICANT

(Proof of owner's authorization is required with submittal if signed by agent)

DATE

OWNER AUTHORIZATION FORM

An authorized applicant is defined as:

- The property owner of record; or
- An agent of said property owner (power of attorney to represent and bind the property owner must be submitted with the application); or
- Contract purchase (a copy of a fully executed sales contract must be submitted with the application containing a clause or clauses allowing an application to be filed).

I, _____, the owner of record for the following described property (*Tax/Parcel ID Number*) _____ hereby designates _____ to act as my authorized agent for the filing of the attached application(s) for:

<input type="checkbox"/> Arbor Permit	<input type="checkbox"/> Construction Revision	<input type="checkbox"/> Final Engineering	<input type="checkbox"/> Final Plat
<input type="checkbox"/> Future Land Use	<input type="checkbox"/> Lot Split/Reconfiguration	<input type="checkbox"/> Minor Plat	<input type="checkbox"/> Special Event
<input type="checkbox"/> Preliminary Sub. Plan	<input type="checkbox"/> Site Plan	<input type="checkbox"/> Special Exception	<input type="checkbox"/> Rezone
<input type="checkbox"/> Vacate	<input type="checkbox"/> Variance	<input type="checkbox"/> Temporary Use	<input type="checkbox"/> Other (please list):

OTHER: _____

and make binding statements and commitments regarding the request(s). I certify that I have examined the attached application(s) and that all statements and diagrams submitted are true and accurate to the best of my knowledge. Further, I understand that this application, attachments, and fees become part of the Official Records of Seminole County, Florida and are not returnable.

Date

Property Owner's Signature

Property Owner's Printed Name

STATE OF FLORIDA
COUNTY OF _____

SWORN TO AND SUBSCRIBED before me, an officer duly authorized in the State of Florida to take acknowledgements, appeared _____ (*property owner*),
 by means of physical presence or online notarization; and who is personally known to me or who has produced _____ as identification, and who executed the foregoing instrument and sworn an oath on this _____ day of _____, 20____.

Notary Public



SEMINOLE COUNTY FIRE PREVENTION DIVISION

Authority:

The Fire Marshal is authorized by Florida Statutes and the Florida Fire Prevention Code to ensure fire and life safety for the public. The scope includes, but is not limited to, the regulation and control of special events such as outdoor events (1.1.1(10)).

Standby and Fire Watch Personnel:

The AHJ shall have the authority to require standby fire personnel or an approved fire watch when potentially hazardous conditions or a reduction in a life safety feature exist due to the type of performance, display, exhibit, occupancy, contest, or activity; an impairment to a fire protection feature; or the number of persons present (1.7.17.1).

The cost of standby fire personnel shall be at no cost to the AHJ (1.7.17.2.1).

Permits and Approvals:

The AHJ shall be authorized to establish and issue permits. Applications for permits shall be made to the AHJ and accompanied by such data as required by the AHJ and fees as required by the jurisdiction. The permit issued shall continue only for the period designated on the permit (1.12).

The AHJ shall have the authority to require an inspection prior to the issuance of a permit. Any addition or alteration of approved plans or specifications shall be approved in advance by the AHJ, as evidenced by the issuance of a new or amended permit.

Definitions:

Authority Having Jurisdiction (AHJ) – AN organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

Fire Watch – The assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers.

Permit - A document issued by the AHJ for the purpose of authorizing performance of a specified activity.



SEMINOLE COUNTY FIRE PREVENTION DIVISION

Special Outdoor Events, Carnivals, and Fairs

The AHJ shall be permitted to regulate all outdoor events such as carnivals and fairs as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands, concession booths, and exhibits and the control of hazardous conditions dangerous to life and property (10.14.2).

Life Safety Floor Plans:

Floor plans shall be submitted for the performance of a life safety evaluation, confirming compliance with the applicable requirements of the Florida Fire Prevention Code (10.14.3.4.3).

- Location and Size of all proposed tent(s).
- Location of all fire department appliances (i.e. fire hydrants, fire department connection).
- Delineation of all proposed fence/barricade lines.
- Exit locations and the associated exit widths for verification of proper egress capacity from event location.
- Location of all required fire extinguishers throughout event.
- Location of any proposed stages/platforms.
- Location of proposed internal combustion power sources (i.e. generators) verifying proper isolation from public.
- Established fire department roads to verify access on site for emergency services.

Standby Fire Personnel:

- Standby Fire Personnel shall be provided where required by the AHJ (10.14.5).



SEMINOLE COUNTY FIRE PREVENTION DIVISION

Portable Fire Extinguishers:

- A minimum of one portable fire extinguisher shall be provided for each concession stand where required by the AHJ.

Cooking Equipment:

- The AHJ shall have the authority to prohibit any or all open flames, candles, and open, recreational, and cooking fires or other sources of ignition, or establish special regulations on the use of any form of fire or smoking material where circumstances make such conditions hazardous.
- Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with NFPA96 or this chapter unless otherwise exempted by the AHJ in accordance with 1.3.2 of NFPA 96.

Internal Combustion Power Sources:

- Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours.
- Refueling shall be conducted only when not in use.
- Internal combustion power sources shall be isolated from contact with the public by either physical guards, fencing, or an enclosure.
- A minimum of one portable fire extinguisher with a rating of not less than 2-A:10-B:C shall be provided where internal combustion power sources are present.

Pyrotechnics – Fire Works:

- A separate permit and review will be required for the display of fireworks. During such permit review, verification of compliance with the applicable NFPA standards will be established.

Tents:

- A separate permit and review will be required for the construction, location, protection and maintenance of tents except for those under 900 square feet (F.S.633.202 (17)).



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- Tents shall be provided with a sufficient number of exits and exit widths for proper verification of egress capacity.
- Tent stakes adjacent to any means of egress from any tent open to the public shall be railed off, capped, or covered so as not to present a hazard to the public.
- Tents shall be permitted only on a temporary basis.
- All tent fabric shall meet the flame propagation performance criteria contained in Test Method 2 of NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.
- One of the following shall serve as evidence that the tent fabric materials have the required flame propagation performance: (1) The AHJ shall require a certificate or other evidence of acceptance by an organization acceptable to the AHJ. (2) The AHJ shall require a report of tests made by other inspection authorities or organizations acceptable to the AHJ.
- The placement of tents relative to other structures shall be at the discretion of the AHJ, with consideration given to occupancy, use, opening, exposure, and other similar factors.
- The finished ground level enclosed by any tent, and the finished ground level for a reasonable distance, but for not less than 10ft outside of such a tent, shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment. The clearing work shall be accomplished to the satisfaction of the AHJ prior to the erection of such a tent. The premises shall be kept free from such flammable or combustible materials during the period for which the premises are used by the public.
- Smoking shall not be permitted in any tent. Plainly visible signs shall be posted that read: NO SMOKING.
- Portable fire extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in such locations as directed by the AHJ.
- Generators and other internal combustion power sources shall be separated from temporary membrane structures and tents by a minimum of 5ft and shall be protected from contact by fencing, enclosure, or other approved means.



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- **Cooking under a tent or canopy will be allowed if the following conditions are met:**
 - Mobile or temporary cooking shall not take place within tents occupied by the public. *Only vendors are allowed under the tent/canopy
 - Concession stands utilized for cooking shall have a minimum of 10ft of clearance on two sides and shall not be located within 10ft of amusement rides or devices.
 - A barricade shall be provided between all cooking equipment and the general public. * Public may approach the opposite side of the tent or canopy from where the cooking equipment is to purchase items.
 - The tent or canopy has a current flame propagation performance treatment certificate.
 - The tent/canopy must be open; no sides will be allowed.
 - Only commercial listed cooking appliances are allowed to be used.
 - Mobile or temporary cooking operations that utilize wood or charcoals shall be provided on floors of noncombustible construction that extend (3 ft.) in all directions from the appliance.
- LP Gas Cylinders shall be secured in an upright position to prevent tipping over.

After Hour Inspection/Standby Fees:

- Fire Inspection and/or Standby:
 - Weekend (including Friday) and Holidays - \$40.00 per hour (4) hour minimum (in addition to applicable permit/inspection fees)
 - Weekday (excluding Friday) - \$40.00 per hour (2) hour minimum (in addition to applicable permit/inspection fees.)
- EMS/Rescue Unit Standby:
 - EMS/Rescue Unit Standby Fees vary based on # of units, personnel and hours required.

~ Florida Fire Prevention Code, 5th Edition – NFPA 1 and NFPA 101, 2015 Edition ~