



Permit # TEM _____
 Permit Rep Initials _____
 City Ward # _____

TEMPORARY (TEM) EVENT APPLICATION

Phone: (239) 321-7925 ~ E-Mail: e-permits@cityftmyers.com

NOTE: PERMIT & APPROVED DRAWINGS MUST BE ON JOB SITE

*******MUST SUBMIT FIVE (5) BUSINESS DAYS IN ADVANCE OF THE EVENT'S BEGIN DATE*******

PRIVATE PROPERTY PUBLIC PROPERTY* (Tent stakes shall not be driven into asphalt on City property)

DATE _____ EVENT NAME _____	Requested Begin Date: _____ / _____ / _____
ADDRESS _____	Requested End Date: _____ / _____ / _____
STRAP # _____	

SECTION 1

TYPE OF EVENT (SELECT ONE): <input type="checkbox"/> Outdoor Activity <input type="checkbox"/> Tent(s) for Special Event* <input type="checkbox"/> Carnival*****
SELECT ALL THAT APPLY: <input type="checkbox"/> Fundraising <input type="checkbox"/> On-Site Sale <input type="checkbox"/> Off-Site Sale <input type="checkbox"/> Entertainment

SECTION 2

Tents 10 x 10 or smaller	<input type="checkbox"/> No <input type="checkbox"/> Yes Total # _____
Tents larger than 10 x 10	<input type="checkbox"/> No <input type="checkbox"/> Yes Total # _____ (If YES, requires copy of flame certificates for each)
Temporary/Portable Toilets	<input type="checkbox"/> No <input type="checkbox"/> Yes (If YES, requires copy of portable toilet contract)
Vendors**	<input type="checkbox"/> No <input type="checkbox"/> Yes (If YES, copy of City of Fort Myers / Lee County Business Tax or Temporary BTR)
Serving Alcohol	<input type="checkbox"/> No <input type="checkbox"/> Yes (If YES, requires copy of valid off-site liquor license and liquor liability insurance)
Street Closure / Blockage***	<input type="checkbox"/> No <input type="checkbox"/> Yes (If YES, requires ROW permit from Engineering and Police Approval)
Off-Site Parking	<input type="checkbox"/> No <input type="checkbox"/> Yes (If YES, notarized letter from owner of property where parking will occur)
Day Tent & Vendor Set-Up – Complete & Ready for Inspection:	<input type="checkbox"/> Mon-Fri <input type="checkbox"/> Sat-Sun****
Time Tent & Vendor Set-Up – Complete & Ready for Inspection:	_____ : _____ (am / pm) ****
Event Start Time _____ : _____ (am / pm)	Event End Time _____ : _____ (am / pm) (No later than 10:00 p.m.)

SECTION 3

1. All applications, except Tent(s) for Special Events, require a notarized letter from property owner for permission to utilize property for specified event, to include the property address and dates.
2. All applications require a site plan, showing property lines, fire hydrants, fire access lanes, and location, sizes and distances of all tents, portable stages, portable toilets, tables, vendors, food trucks, etc. to be erected. Must also include location of parking for the event.
3. Separate permit required for site-built stages, risers, bleachers, electrical services. (Not applicable for pre-fabricated structures)

*Special Events (Public Property) are permitted through Parks & Recreation Dept., however, any Tents (greater than 10 x 10) are permitted by the Building division using this application and must be signed by authorized personnel with Parks & Rec division. Please call at (239) 321-7530.
 **Vendors are required to possess a City of Fort Myers or Lee County Business Tax Receipt (BTR). A Temporary BTR can be obtained through the BTR division for \$10 per vendor. Contact BTR at (239) 321-7990.
 ***Street Closure/Blockages are permitted by the Engineering division. Applications for road closures of public property to be submitted **60 days, or no later than 30 days, in advance of the event.** Contact Engineering at (239) 321-7453.
 ****Special Inspection Fees shall be assessed for inspections conducted Mon-Fri after 3:00 pm, or during any weekend or City approved holiday. For Special Event (Public Property) with Tents (10 x 10 or smaller), the fee for after-hours inspections shall be paid directly to Fire Prevention. Otherwise, the fee is collected by the Building division through the permitting process. Contact Fire Prevention at (239) 321-7350.

APPLICANT INFO	NAME _____	*****Applications for carnivals must be applied for at least 30 days in advance of the first day of the event and all other applications for events are due 5 business days in advance of the first day of the event. Exceptions to the timeframes, due to unforeseen circumstances, may be granted by the Community Development Director with concurrence of the Fire Marshal and Police Chief or their designees, however, will be subject to double fees . ALL FEES ARE PAYABLE IN ADVANCE AND ARE NON-REFUNDABLE; acceptance of fees does not constitute approval.
	ADDRESS _____	
	CITY/STATE/ZIP _____	
	PHONE _____	
	EMAIL _____	
	<input type="checkbox"/> Tent Company <input type="checkbox"/> Property Owner/Tenant <input type="checkbox"/> 3 rd Party	

I certify that I have read, understand and will comply with the requirements outlined herein, and within the Fire Prevention's Tent Inspection Form/Checklist. I understand the complete permit packet, issued by the City, must be on site at the time of inspection and through the duration of the event. I understand that failure to comply with these requirements will prevent the event from occurring.

APPLICANT SIGNATURE _____ DATE _____

STATE OF _____, COUNTY OF _____ Sworn to (or affirmed) and subscribed before me by _____ (name of person making statement), Personally known _____ OR Produced identification _____

(STAMP OR SEAL)

Signature of Notary Public

****SIGNATURE OF PARKS & RECREATION DIVISION STAFF TO CONFIRM APPROVAL OF SPECIAL EVENT (PUBLIC PROPERTY)****

PARKS & REC STAFF NAME _____ TITLE _____

PARKS & REC STAFF SIGNATURE _____ DATE _____