

If you have a disability and the format of this document interferes with your ability to access some information, please contact us at (239) 444-6150 during regular business hours (8:00am-5:00pm, Monday-Friday), and we'll gladly assist.

CITY OF BONITA SPRINGS

Community Development Department
9220 Bonita Beach Road, Ste. 111
Bonita Springs, FL 34135
Phone: (239) 444-6150
email: permitting@cityofbonitaspringscd.org

TEMPORARY USE/EVENT APPLICATION
PERMIT #: _____

Applicant Name: _____ Company: _____

Property Owner Name: _____

Site Address: _____ Bonita Springs, FL ZIP: _____

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

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

Type requested: Type 1 (footprint up to 1,500 square feet) Type 2 (footprint greater than 1,500 square feet)

Specific Temporary Use requested:

General Temporary Use - LDC Sec. 4-2124(g) Horse shows and exhibitions - LDC Sec. 4-2124(l)

Farmer's Market - LDC Sec. 4-1434 Parking Lot - LDC Sec. 4-2124(l)

Construction Trailer/Equipment Shed - LDC Sec. 4-2124(h) DOS/PERMIT #: _____

Temporary Housing (RV, MH, FEMA) - LDC Sec. 4-2124(j)

Unit Type: RV Park Trailer Mobile Home Is the unit highway-ready? Yes No

Water and Sanitary Sewer service: _____

Electric Connection: Existing New secondary service

Description of Temporary Event:

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

Tent (if applicable): Number of Tents (if applicable): _____ Size of tents _____ square feet

Side Walls: Yes No Electric (if applicable): Yes , Electric Amps: _____ No Fence: Yes No

*****VERIFICATION PURSUANT TO SECTION 92.525, FLORIDA STATUTES*****

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

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

Type or print name: _____

PLEASE READ THE FOLLOWING CAREFULLY: If you answer YES to either of the following two (2) statements, please proceed to the City Hall Special Events Department to obtain a Special Event permit. A City Hall permit is required **prior** to obtaining a Temporary Use/Event permit from Community Development.

1. Yes No Participants will exceed 200 people at any time during the event.
2. Yes No The event activities will include one of the following: 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.
- 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) per LDC Sec. 4-2124(g)(1)g .
- F. If the tent is 900 sq ft (30x30) or greater 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 alcohol is consumed on premises, 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 and Temporary Use w/o Tent.
 - \$150.00 for Temporary Use Permit for the following: Carnival, Christmas Tree Sales, Circus, Construction Trailer, Fireworks, Parking Lot, Roads Side Stand, and Temporary Housing (RV, MH, FEMA).
 - **Permits with a tent of 900 sq ft 30x30 or greater 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
- N. TEMPORARY HOUSING
 - 1. A completed and notarized Temporary Use Housing Affidavit.
 - 2. City fees for permit or inspection may be waived for a temporary housing unit associated with a natural disaster declaration.
 - 3. For property located in a flood zone where the temporary housing unit is **not** highway ready (i.e. licensed, registered, and drivable), the maximum duration of the temporary mobile home, travel trailer, or park trailer is 180 days, with the ability to extend as appropriate.
 - 4. For properties located outside of a flood hazard area, the maximum duration of the temporary mobile home, travel trailer, or park trailer is 18 months, or 540 days after the President of the United States issues a disaster declaration (the President issued a disaster declaration for Hurricane Ian on September 29, 2022).
 - 5. **CONDITIONS FOR USE**
 - a. Water and Sanitary Sewer must be provided
 - i. Connecting to water and/or sanitary sewer within BSU's service area must happen on the customer side beyond BSU's points of delivery (backflow preventer/cleanout). **NO DIRECT CONNECTION TO**

THE BSU CLEANOUT IS AUTHORIZED BY BSU OR THIS PERMIT. Sewer connections should be watertight.

- ii. A plumbing permit and inspection will be required to ensure that the connection to water and sewer is sufficient.
 - iii. Notification to BSU will take place upon issuance of the permit.
 - b. Connections to electricity utilities or any new power source will require an electric permit and inspection. The electric permit/trade permit can be added as a sub permit to the temporary housing permit.
 - c. PLACEMENT: The temporary housing unit shall be located entirely on the property and shall not encroach into road rights-of-way, adjacent properties, or easements.
 - d. The temporary housing unit must be removed from the property within ten (10) days after a certificate of occupancy has been issued for the new or rehabilitated residence, or upon expiration of the temporary use permit, whichever occurs first.
 - e. The use of a mobile home, park trailer or other units that are not highway ready must comply with all floodplain management requirements of Chapter 24, Floodplain Management, of the City of Bonita Springs City Code.
- 6. ALL HIGHWAY READY UNITS (I.E. TRAVEL TRAILERS) SHALL BE REMOVED FROM THE PROPERTY DURING A POTENTIAL MAJOR STORM EVENT.**
- 7. THE TEMPORARY HOUSING PERMIT MUST BE PLACED IN A WINDOW OF THE UNIT AND MUST REMAIN VISIBLE AT ALL TIMES**

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) _____

1. Tent(s) are less than 2,500 square feet and do not have sidewalls.
2. Tents will not be used for a place of assembly (more than 50 people), kitchen or mess hall.
3. Tents will not block any driveway, fire hydrant or fire access to any building.
4. Tents will be at least twelve (12) feet from all property lines and have an unobstructed passageway or fire road not less than twelve (12) feet wide and free from guy ropes or other obstructions on all sides of tent.
5. 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.
6. "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.
7. Tents that will be occupied after sunset will have lights and emergency lighting.
8. Flame resistance certificates will be on the job site for inspection.
9. All other applicable requirements of N.F.P.A. 102 will be complied with.
10. 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.

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.