



CITY OF GREENACRES

BUILDING DEPARTMENT

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TEMPORARY USE PERMIT CHECKLIST

This checklist has been designed to assist you with your Temporary Use Application submittal. Providing a complete application, including the details listed below by type of use for your event, will enable the City staff to review and process your request in a timely manner.

TEMPORARY USE PERMITS ARE REQUIRED FOR EVENTS AND USES WHICH ARE BY NATURE LIMITED IN DURATION SUCH AS:

- Offices for sale or leasing of real estate (i.e. model homes or sample apartments).
- Construction office trailers (while site is under development).
- Carnivals, parades, arts & crafts shows or fairs.
- Special events run by commercial, not-for-profit or charitable organizations.
- Christmas tree or sparkler sales.
- Community garage sales in a residential community.
- Balloons, banners, signs or flags for a special event or temporary advertising i.e. "grand opening".
- Tent set up for a temporary event.
- Bounce houses, pony rides, petting zoo for similar events including such events held on City property.
- Other uses of similar and temporary nature.

TEMPORARY USE PERMITS ARE VALID FOR A MAXIMUM OF TWO (2) PERIODS OF THIRTY (30) CONSECUTIVE DAYS PER CALENDAR YEAR. EXCEPTIONS INCLUDE TEMPORARY SIGNS WHICH ARE ALLOWED THREE (3) SUCH PERIODS AND CERTAIN ACTIVITIES DURING CONSTRUCTION PROJECTS.

FOR SIGN(S), BANNER(S) AND/OR BALLOON(S)

- ___ Location of sign, banner and/or balloon on site plan (site plan can be obtained from your leasing agent).
- ___ Drawing of sign, banner and/or balloon with dimensions, color, lettering and attachment method.
- ___ Dimensions of the existing sign and the location of the proposed banner on the sign if the banner will be attached to an existing sign.
- ___ Location of power supply, if needed.
- ___ Electric source/connection details, if any additional lighting will be used.

FOR TENT

- ___ Tent details including flame retardant certificate, no smoking signs, dimensions, location and attachment method.
- ___ Drawing of barricades on site plan to separate conflicting activities.
- ___ Parking detail for activity.
- ___ Electric source/connection details, if any additional lighting will be used.
- ___ List of what will be stored/sold in tent.
- ___ Location of sign(s), banner(s) on site plan then follow sign checklist.
- ___ Type and proof of security if items are to remain overnight in the tent.

➤ **Note:**

- *Fire extinguishers must be provided in quantity and type determined by the City's Fire Marshal.*
- *Fire Inspection must pass prior to opening for business.*
- *Guy/support wires must be marked by red flags.*

FOR SPECIAL EVENT

- ___ Location of events, parking and sufficient restrooms/portable sanitary facilities.
- ___ Electric source/connection details if any additional lighting will be used.
- ___ Number of people expected.
- ___ Barricade locations shown to separate conflicting activities.
- ___ Type of security and traffic control that will be provided.
- ___ Location of sign(s), banner(s) on site plan then follow sign checklist.
- ___ Necessary state certificates provided if carnival equipment will be used (certificate must be displayed on site).
- ___ Agreement with Leisure Services if the activity is in a City park.

➤ *Note:*

- *If food is being served then food vendors must obtain a City Registration and provide the appropriate permit from the Department of Business and Professional Regulation to cook and sell food.*
- *A four (4) foot wide clear pedestrian path required if event involves multiple rows or is located under the canopy of a building,*

FOR SPARKLER SALES

- ___ Copy of registration with the Division of State Fire Marshal.
- ___ Complete list of all items sold.
- ___ Sworn statement to confirm that only those items depicted on the Division of State Fire Marshal's approved list will be sold.

➤ *Note:*

- *Requirements for tent checklist must be followed.*
- *Cigarette butt receptacles at any ingress to tent must be provided.*
- *Fire extinguishers must be provided in an amount determined by the City's Fire Marshal.*

FOR TRAILER

- ___ Trailer details including dimensions and tie-down method.
- ___ Site plan showing location of trailer, setbacks and parking.
- ___ Separate building permit for trailer tie down, handicap ramp, electric, and plumbing.
- ___ Proposed electrical and plumbing hook ups.
- ___ Security lighting shown.
- ___ Barricade locations shown to separate conflicting activities.
- ___ Location of sign(s), banner(s) on site plan then follow sign checklist.

➤ *Note:*

- *If trailer is used for sales, a handicapped ramp and parking must be provided.*
- *Trailer must be neutral in color, clean and freshly painted.*

FOR PARADES

- ___ Route of parade provided.
- ___ Number of people expected.
- ___ Barricade locations shown to separate conflicting activities.
- ___ List types of security and traffic control that will be provided.

➤ *Note:*

- *A copy of County/State road closure approval letter must be submitted before issuance.*