



DEVELOPMENT SERVICES  
**CITY OF CORAL SPRINGS FLORIDA**

BUILDING DIVISION

**TEMPORARY USE PERMIT APPLICATION**

\$54.00 Permit Fee (Please submit 30 days prior to event)

Application # \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_  
 Fax # ( ) \_\_\_\_\_

Organization: \_\_\_\_\_  
 \_\_\_\_\_  
 NON-PROFIT

Proposed Use or Activity: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Estimated # of people on site at any one time: \_\_\_\_\_

Tent(s): \_\_\_\_\_ Size(s): \_\_\_\_\_ Building Permit: \_\_\_\_\_

Restrooms: \_\_\_\_\_ Alcoholic Beverages: \_\_\_\_\_ Liquor License: \_\_\_\_\_ Rides: \_\_\_\_\_  
(PD DETAIL MAY BE REQUIRED - CONTACT 954-346-1312 FOR MORE INFORMATION)

Food:  Yes  No Fire Watch Required  Yes  No Time: \_\_\_\_\_ \$200.00 Deposit   
CONTACT 954-346-1394 FOR MORE INFORMATION [REFUNDABLE]

Health Certificate:  Yes  No Sound Equipment:  Yes  No Site Plan:  Yes  No

FOR CITY USE ONLY					
DATE	DEPARTMENT	APPROVED	DENIED	COMMENTS	INSPECTION
	Community Development				
	Code Enforcement				
	Building - Electrical				
	Building - Structural				
	Fire				
	Other				
	Police Department				
	Payment \$54.00	Check #	Cash <input type="checkbox"/>		

APPROVED: \_\_\_\_\_



## TEMPORARY USE PERMIT REQUIRED DOCUMENTATION

The City of Coral Springs issues a Temporary Use Permit for all social or charitable activities that are conducted up to a period of three (3) calendar days. Temporary Use Permits include outdoor activities organized by local, educational, civic, rehabilitative, recreational and religious organizations and are intended to regulate such activities in the interest of public health, safety and welfare.

An application for a Temporary Use Permit should be made thirty (30) days before an activity is planned.

The following shall be submitted:

1. Completed site plan including –
  - Location of event
  - Time schedule for event
  - Handicapped accessibility plan
  - Number of parking spaces anticipated to be utilized by the event
  - Ingress and egress areas that will remain open for access by emergency vehicles
2. Letter of approval from the owner of the property for the event.
3. Letter(s) of approval from the owner(s) of the property for off-site parking
4. Proof of Insurance as follows:
  - From the property owner and/or organization sponsoring the event naming the City as additionally named insured
  - If rides are involved, insurance from the amusement company is required.
5. A Flame Retardant Certificate is required for each tent as well as an approved building permit. The building permit must have all inspections completed and approved prior to start of event. *Lighting inside a tent requires an electrical building permit obtained by a licensed electrical contractor.*
6. Canopy's shall be 30-feet from a right-of-way
7. A Health Certificate for any outdoor food vendor is required
8. See attached Land Development Code Section 1806 related to Signs
9. Police assistance for traffic, crowd control and barricades may be required depending on the type of event and length of time.
10. A Fire Department detail is required when cooking is part of the event. The Fire detail shall begin when cooking begins, not when event begins. A \$200.00 refundable deposit is also required when submitting application.
11. *Inspections by the Building Department and Fire Department Inspectors may be required and shall be completed prior to the event.*
12. A non-refundable filing fee of \$54.00 is required at the time of application.

City staff reserves the right to require certain events to obtain City Commission approval due to size, length of time or the nature of the event. Anyone requesting a deviation from any of the requirements of the Temporary Use Permit must receive approval from the City Commission. Commission meetings are held on the first and third Tuesday of each month.



## TENT PERMIT REQUIREMENTS

- 2 SETS OF PLANS
- Minimum of 2 SITE PLANS SHOWING WHERE TENT(S) WILL BE LOCATED AND ALL ACCESSIBILITY REQUIREMENTS
- "NO SMOKING" SIGNS AT ALL EXITS
- EXIT SIGNS POSTED
- 2A10BC FIRE RATED EXTINGUISHERS EVERY 2500 SQUARE FEET
- ASH TRAYS AT EVERY ENTRANCE
- SUFFICIENT EMERGENCY LIGHTING
- ELECTRICAL PLANS AND PERMIT APPLICATION WHEN APPLICABLE
- LICENSE ISSUED BY BROWARD COUNTY OR STATE OF FLORIDA AS:

AWNING ERECTION  
GENERAL CONTRACTOR  
BUILDING CONTRACTOR  
RESIDENTIAL CONTRACTOR



DEVELOPMENT SERVICES  
CITY OF **CORAL SPRINGS** FLORIDA

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BUILDING DIVISION

Land Development Code, Section 1015

Temporary Use Permits

- (a) Temporary use permits may be issued to an applicant for social or charitable activities which are conducted for up to a period of three (3) calendar days in length, unless otherwise approved by the city manager or his designee. Applicants requesting temporary use permits may include, but are not limited to, local, education, civic, rehabilitative, recreational and religious organizations.
- (b) **All applicants for a temporary use permit shall file an application with the building department at least thirty (30) calendar days prior to said event, together with an application fee of fifty-four dollars (\$54.00).** The applicant, at a minimum, must submit the following with the application:
  - (1) An affidavit that permission has been secured from the owner of the land upon which the event is to be held;
  - (2) A bond collateral agreement or other security agreement conditioned to keep the premises clean of all trash and debris during and after use of the site by the applicant;
  - (3) A site plan that is to scale and provides detailed information about the site and the surrounding area(s) to be impacted; and
- (c) Additional information related to and including, but not limited to, signage, parking, traffic circulation, building and fire prevention regulations, insurance, vendors and health certificates shall be required, where applicable, to ensure that the code [and the land development code] of the city is implemented properly for temporary uses. The additional information, where applicable, shall be requested by the building department.
- (d) General criteria and limitations for temporary use permits:
  - (1) The temporary use must be compatible with the surrounding land uses; however, no temporary use permits shall be issued for events in areas zoned for single-family residential.
  - (2) No temporary use permit shall be approved when a merchant exists, who deals in goods offered by the temporary use, whose principal business is located within the same center or within three hundred (300) feet of the proposed location of the temporary use.
  - (3) If off-site parking is to be utilized, permission must be in writing from the owner of said property.
  - (4) An applicant may not receive a temporary use permit more than three (3) times within a calendar year, unless approved by the city manager or his designee.
  - (5) No more than two (2) temporary use permits may be issued at one (1) period of time, unless approved by the city manager or his designee.
  - (6) Events which anticipate having over one thousand (1000) people, at any given time, must be approved by the city commission.
- (e) Approval of a temporary use permit. Except as otherwise provided, the building department director shall approve or deny the application for a temporary use permit.
- (f) [*Fees*] Effective October 1, 2004, the fees shall be as provided in Chapter 3 of the Code of Ordinances of the City of Coral Springs. Any and all other provisions of this section shall remain in effect, to the extent not in conflicts with the provisions of Chapter 3.

**DUMPSTERS**

If applicable, the organization must contract with the City's franchise holder, Waste Management, for all dumpsters. (954) 974-7500.



Land Development Code Section 1806

Temporary signs; requirements according to zoning districts

(H) *Special events signs.*

- (1) Off-site special event signs shall be allowed in the form of a banner that is erected between two (2) permanent banner poles as approved in accordance with temporary use permits as described in section 1015. Information displayed on any banner shall be limited to the event name, location, date and time and one (1) logo. The property owner or authorized agent must contact the community development division for sign placement and guidelines for this special event sign.
- (2) Such signs shall not be placed within vehicle recovery areas or within sight triangles.
- (3) Such signs shall be permitted only in pre-selected locations approved by the city manager or his designee.
- (4) Signs shall be approved in accordance with temporary use permits as described in section 1015.
- (5) Only one (1) sign per event shall be permitted in any one (1) off-site location.
- (6) No more than one (1) sign per street frontage (of the location of the event) may be used on-site. The location and design of this sign will be approved in accordance with temporary use permits as described in section 1015.
- (7) One (1) additional directional sign may be erected on the day of the event only at a strategic location for directional purposes that are not located on a major arterial roadway. The size, location and design of such sign will be approved in accordance with temporary use permits as described in section 1015.
- (8) Signs may not be posted until fourteen (14) calendar days prior to the event.
- (9) Signs for all special events must be taken down no more than three (3) calendar days after the event.
- (10) The city manager or his designee shall approve all signs using the following criteria:
  - (a) The sign shall use lettering designated to be legible from the street;
  - (b) One (1) logo may be utilized without any limitation on the number of colors.
  - (c) The sign shall be compatible with its surroundings;
  - (d) The sign shall be conducive to promoting traffic safety by preventing visual distraction.
- (11) Such signs are exempt from the permit fees described in section 18011 (b)