TEMPORARY USE PERMIT

SECTION 1: APPLICABLE CODE SECTIONS, SUBMITTAL REQUIREMENTS & CHECKLIST

SECTION 2: MIAMI-DADE COUNTY SPECIAL EVENTS PROCEDURES

SECTION 3: APPLICATION

12400 NE 8 Avenue North Miami, FL 33161
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www.northmiamifl.gov
CITY OF NORTH MIAMI ADMINISTRATIVE REGULATION 09-19

- MAXIMUM OF THIRTY (30) DAYS AND A MAXIMUM OF ONE (1) PER CALENDAR YEAR.
- A BUILDING PERMIT MAY BE REQUIRED FOR CERTAIN STRUCTURES USED IN CONNECTION WITH THE USE, SUCH AS TENTS LARGER THAN 10'X10'.
- AN APPLICATION MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.
- REQUIRED INSPECTIONS ASSOCIATED WITH A BUILDING PERMIT MUST BE COMPLETED PRIOR TO THE DATE(S) OF THE TEMPORARY USE EVENT.
- COMMUNITY PLANNING & DEVELOPMENT WILL CONDUCT ROUTINE INSPECTIONS DURING AND AFTER THE EVENT TO ENSURE COMPLIANCE WITH THE REGULATIONS AND THE TERMS & CONDITIONS OF THE TEMPORARY USE PERMIT.
- NON-COMPLIANCE MAY RESULT IN THE CEASING OF ALL ACTIVITIES AS WELL AS A DENIAL OF FUTURE REQUESTS FOR SUCH TEMPORARY USE.
- THE PREMISES SHALL BE CLEANED AND ALL STRUCTURES, OUTDOOR FURNITURE, SIGNS, ETC. SHALL BE REMOVED IMMEDIATELY UPON COMPLETION.
APPLICATION REQUIREMENTS

Applicants will be required to submit the following for all temporary use requests at least thirty (30) days prior to the event:

- A completed application signed by the applicant and the property owner (notarization required)
- A letter thoroughly detailing the event including the dates and hours of operation
- A check or money order in the amount of $59 for each day of the event being held
- A copy of the survey of the property
- Two (2) site plans showing the location of all proposed outdoor activities, signage and structures, including setbacks to the nearest property lines. The plans or survey shall also show all existing parking spaces.

BUILDING PERMIT REQUIREMENTS

City of North Miami Building Department

- Tents larger than 10'x10', provide cut sheets/specs, certificate of flame resistance or other assurance.
- Temporary fence permit; Must be shown the location on the site survey with fence detail.
- Provide a lighting plan showing where and how the site will be illuminated.
- Electrical plan showing the location of the generator, grounding plan and how cables will be run.
- Attendance estimate and workers in order to determine the number of portable toilets needed, parking needs and traffic management.
- Traffic management plan will need to be reviewed and approved by the city’s police department.
- Miami-Dade County fire marshal approval.
- Contact the Miami-Dade County Special Events Bureau at 786-331-4438 for further information.
- Miami-Dade County indoor/outdoor event procedures (see attached).
SECTION 2

INDOOR/OUTDOOR EVENTS PROCEDURES

In accordance with the Florida Fire Prevention Code (FFPC), NFPA-1, 1.7.15 Standby Fire Personnel or approved Firewatch is required where potentially hazardous conditions or a reduction of life safety features exists due to the type of performance, display, exhibit, occupancy, contest or activity, an impairment to a fire protection feature, or number of persons present.

To assist with compliance of code required standby or firewatch Miami-Dade Fire Rescue Special Events Bureau has established the following criteria and coordination services.

INDOOR / OUTDOOR EVENTS WITH TENTS AND STAGES:

The following are information needed to obtain rescue standby during special events:

Appropriate permits must be submitted and staffing and equipment will be determined from information on application and site visit, if appropriate.

Permits are required if an event includes a tent, stage, pyrotechnics.

All events (indoor or outdoor) should contact the fire engineering bureau at (786) 315-2771 to determine the need for plans review and permit.

An inspection will be scheduled automatically once a permit is issued.

Inspections are conducted Monday thru Friday from 8 am to 5pm. Any inspection scheduled after hours or the weekend will incur an SRI (Special Request Inspection) fee of $416.00 that will need to be paid before the schedule inspection.

If the event attendance is greater then 300 people, then a paramedic team may be necessary and can be determined by calling Special Events Bureau at 786-331-4438.

A paramedic team consists of (1/officer 2/firefighter) with or without a unit.

A unit (EMT Cart, Rescue Truck, Fire Truck) maybe required depending on the type of events.

Payment is required prior to event.
TEMPORARY USE PERMIT APPLICATION

INSTRUCTIONS: PLEASE PRINT OR TYPE ALL INFORMATION. THE APPLICATION MUST BE FILLED OUT ACCURATELY AND COMPLETELY. PLEASE BE ADVISED THAT INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

DATE: 

PROJECT INFORMATION:

PROJECT NAME: 

ADDRESS OF PROPERTY: 

FOLIO NUMBER(S): 

DATE(S) OF EVENT: FROM _______________ TO _______________

APPLICANT/DUALLY APPOINTED AGENT INFORMATION:

CONTACT NAME: 

COMPANY NAME: 

ADDRESS: 

PHONE: ____________________ E-MAIL ADDRESS: 

PROPERTY OWNER’S INFORMATION:

OWNER’S NAME: 

ADDRESS: 

PHONE: ____________________ E-MAIL ADDRESS: 

OWNER’S SIGNATURE: 

STATE OF FLORIDA
COUNTY OF MIAMI-DADE

______________________________

NOTARY PUBLIC

SWORN AND SUBSCRIBED TO ME BY OWNER THIS ________

DAY OF ____________________________ 2018.

PERSONALLY KNOWN ____________ PRODUCED ID __

TYPE OF ID PRODUCED: ____________________

YOU ARE REQUIRED TO POST THE TEMPORARY USE PERMIT FOR THE ENTIRE DURATION THEREOF.