

## Special Events Checklist

The Florida Building Code requires permits for temporary tents, portable structures, portable sanitary facilities, electrical connections to a main power source and/or portable generator, potable water connections, gas/propane connections. Permits are also required for events that involve food preparation and/or rides and attractions.

**Florida State Statue 489 only allows contractors certified by the State of Florida Department of Business and Professional Regulation or Broward County Central Examining Boards to apply and obtain required permits by the Florida Building Code for Special Events. Only contractors certified in the specific discipline type can obtain permits as follows.**

- General Contractor - Tents, Canopies, Platforms, Stages, etc.
- Electrical Contractor - Generators, Lighting, Electrical power distribution etc.
- Plumbing Contractor - Temporary bathroom facilities, Gas equipment, etc.
- Mechanical Contractor - Air Conditioning systems, fire extinguishing apparatus, etc.

**All routing must be completed prior to submitting a permit application to the building division for the following agencies:**

- Zoning
- Fire Marshal's Office
- State of Florida DBPR Food Preparation
- State of Florida Agriculture Rides

**Plans must include a site plan that indicates:**

- Setbacks
  - Egress to and from the site
  - Location of Booths\*
  - Location of Rides
  - Electrical details\*\*
  - Compliance with all ADA/handicap requirements.
  - Structural details/shop drawings for tents or canopies.
- Stages and Platforms installation manuals must be submitted.

**\*Booths using and storing L.P. gas need to comply with NFPA 54 & 58 as well as FBC Fuel Gas Code requirements:**

- Show sizes and locations of all gas containers. All gas containers must be secured and protected.
- Provide the total number of occupants anticipated at peak times
- Show location and number of existing and proposed sanitary facilities existing facilities that are within 500 ft of the event may be included.
- Indicate location of all fire extinguishers

**\*\*Electrical details to be shown on the plan:**

- Indicate overhead power lines and clearances.
- If multiple power sources, indicate bonding on grounding detail.
- Provide load calculations, indicate all loads that are to be connected.
- Provide KVA ratings of generators and indicate the type of cables being used hard usage required.
- Note that "lamps used for general illumination in tents or concessions shall be protected from accidental breakage by suitable fixtures or guards no open fixtures.
- Fire extinguishers are required at generators Minimum 2A10BC.

**The above described information must be submitted to the Building Code Services Division a minimum of two 2 weeks prior to the event.**

## Special Events Checklist

<b>Required</b>	<b>Code Sections</b>
1) Permits are required	FBC-105.1, 105.2.4, 3103.2, 3105, 3103.1.1
2) Qualified Applicants Sub-permits required	FBC-105.6.1.2 " 105.6.1.2
3) Routing to all agencies Fire Marshall, Health Dept, Hotels and Restaurants.....	FBC-105.3
4) Site Plans- Setbacks, accessibility, Egress, locations of structures- food booths, rides, stages, tents, port-a-jons, structural details/shop drawings for stages and/or platforms, tents, canopies.....	FBC-106.1, 106.3.1 3103.2
5) Indicate overhead power lines and Clearance from rides....	NEC-525.5(b)
* If multiple power sources, indicate Bonding on grounding detail	NEC-525.11
*Provide load calculations Indicate all loads to be connected Provide KVA ratings of generators	FBC-106.3.10.1 " " " "
*Indicate type of cables used	NEC- 525.20
*Fire extinguishers req'd @ generators (Minimum 2A10BC)	NFPA-1-25.1.12.3
6) Booths using L.P. gas need to comply; Locations/sizes of containers in service or being stored	NFPA 54-2.1.1, 58-6.3.9, 58-6.4.5.2
*No open flame, lanterns, welding, or smoking allowed. Fire extinguishers and signs req'd	NFPA 54.4.3.

**\*Use only accepted materials, methods,  
connectors, appliances, regulators  
Equipment/piping to be protected**

“ “ , FBC-FG-411.1  
NFPA 54-7.2.1, 58-6.6.2.1, 58-  
6.6.3.1 FBC-FG 404.7, 411.1.1

**\*Equipment to be tested and inspected**

NFPA 54-8.1.1.1, 4.2.2  
“ 58—6.12.1

**\*Shut-off valves required**

NFPA 58-6.18.2.6

**3102.7 Engineering design.** The structure shall be designed and constructed to sustain dead loads; loads due to tension or inflation; live loads including wind, snow or flood and seismic loads and in accordance with Chapter 16.

**3102.8 Inflation systems.** Air-supported and air-inflated structures shall be provided with primary and auxiliary inflation systems to meet the minimum requirements of Sections 3102.8.1 through 3102.8.3.

**3102.8.1 Equipment requirements.** This inflation system shall consist of one or more blowers and shall include provisions for automatic control to maintain the required inflation pressures. The system shall be so designed as to prevent overpressurization of the system.

**3102.8.1.1 Auxiliary inflation system.** In addition to the primary inflation system, in buildings exceeding 1,500 square feet (140 m<sup>2</sup>) in area, an auxiliary inflation system shall be provided with sufficient capacity to maintain the inflation of the structure in case of primary system failure. The auxiliary inflation system shall operate automatically when there is a loss of internal pressure and when the primary blower system becomes inoperative.

**3102.8.1.2 Blower equipment.** Blower equipment shall meet the following requirements:

1. Blowers shall be powered by continuous-rated motors at the maximum power required for any flow condition as required by the structural design.
2. Blowers shall be provided with inlet screens, belt guards and other protective devices as required by the building official to provide protection from injury.
3. Blowers shall be housed within a weather-protecting structure.
4. Blowers shall be equipped with backdraft check dampers to minimize air loss when inoperative.
5. Blower inlets shall be located to provide protection from air contamination. The location of inlets shall be approved.

**3102.8.2 Standby power.** Wherever an auxiliary inflation system is required, an approved standby power-generating system shall be provided. The system shall be equipped with a suitable means for automatically starting the generator set upon failure of the normal electrical service and for automatic transfer and operation of all of the required electrical functions at full power within 60 seconds of such service failure. Standby power shall be capable of operating independently for a minimum of 4 hours.

**3102.8.3 Support provisions.** A system capable of supporting the membrane in the event of deflation shall be provided for in air-supported and air-inflated structures having an occupant load of more than 50 or where covering a swimming pool regardless of occupant load. The support system shall be capable of maintaining membrane structures used as a roof for Type I construction not less than 20 feet (6096 mm) above floor or seating areas. The support system shall be capable of maintaining other membranes at least 7 feet (2134 mm) above the floor, seating area or surface of the water.

## SECTION 3103 TEMPORARY STRUCTURES

**3103.1 General.** The provisions of this section shall apply to structures erected for a period of less than 180 days. Tents and other membrane structures erected for a period of less than 180 days shall comply with the *Florida Fire Prevention Code*. Those erected for a longer period of time shall comply with applicable sections of this code.

**Exception:** Provisions of the *Florida Fire Prevention Code* shall apply to tents and membrane structures erected for a period of less than 180 days. *TENT*

**3103.1.1 Permit required.** Temporary structures that cover an area in excess of 120 square feet (11.16 m<sup>2</sup>), including connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of 10 or more persons, shall not be erected, operated or maintained for any purpose without obtaining a permit from the building official.

**3103.2 Construction documents.** A permit application and construction documents shall be submitted for each installation of a temporary structure. The construction documents shall include a site plan indicating the location of the temporary structure and information delineating the means of egress and the occupant load.

**3103.3 Location.** Temporary structures shall be located in accordance with the requirements of Table 602 based on the fire-resistance rating of the exterior walls for the proposed type of construction.

**3103.4 Means of egress.** Temporary structures shall conform to the means of egress requirements of Chapter 10 and shall have a maximum exit access travel distance of 100 feet (30 480 mm).

## SECTION 3104 PEDESTRIAN WALKWAYS AND TUNNELS

**3104.1 General.** This section shall apply to connections between buildings such as pedestrian walkways or tunnels, located at, above or below grade level, that are used as a means of travel by persons. The pedestrian walkway shall not contribute to the building area or the number of stories or height of connected buildings.

**3104.2 Separate structures.** Connected buildings shall be considered to be separate structures.

**Exceptions:**

1. Buildings on the same lot in accordance with Section 503.1.3.
2. For purposes of calculating the number of Type B units required by Chapter 11, structurally connected buildings and buildings with multiple wings shall be considered one structure.

**3104.3 Construction.** The pedestrian walkway shall be of noncombustible construction.

**Exception:** Combustible construction shall be permitted where connected buildings are of combustible construction.



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## How to Expedite Permitting for Special Events

This website is designed to assist Licensed Certified Contractors, Concert and Festival Promoters who are seeking information on how to streamline their efforts to obtain permits *prior* to sponsoring a Special Event/Outdoor Event in the following areas of Broward County:

**Unincorporated Broward County**  
Brian Piccolo Park  
Quiet Waters Park  
Lauderdale-by-the-Sea

If you are planning a Special Event in an area not listed above, we suggest you first notify the City in which the selected site is located and request that City's specific requirements.

**Pursuant to Florida State Statute 489 ONLY contractors certified by the State of Florida Department of Business and Professional Regulation OR the Broward County Central Examining Board may apply and obtain all Florida Building Code required permits for "Special Events".**

Please allow ample planning time to route yourself through the permitting and approval process. Types of special events for the purpose of this website include: carnivals, a circus, concerts, festivals, etc. Depending on the type of event you are sponsoring you may need to visit several licensing agencies, which may also include local and/or state agencies. This will depend on the **location** the event will take place; the estimated **attendance**; the type of structures that will be erected or may already be present on the site; whether amusement rides will be present; information regarding **food sales/preparation** and of course **sanitary facilities**. These are examples of many of the items you'll be verifying, but your event description could trigger other needs.

Included in this website is a checklist intended to help you identify the required agencies; what service is performed and what permits **MUST BE OBTAINED PRIOR** to the event. Including links to the various websites of the agencies and other important information that might prove helpful before and during the permitting process.

**ZONING: TIP! Always verify the local zoning requirements allow the activity you've planned on the site location you've selected first.** Zoning verifies that the location of the event is suitable for the needs of the event that will be held at that site. This includes but is not limited to minimum site requirements, setbacks, vehicular access, parking, lighting and signage.

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For more detailed information please visit **Broward County Code of Ordinances (Chapter 39 "Zoning", Article XIII "Conditional Uses", Sec. 39-238 "Outdoor Event Permits")**.

Location	Contact	Phone
Unincorporated Broward County	Broward County Community Code Compliance	954-765-4914
Brian Piccolo Park	Broward County Parks - Brian Piccolo Park	954-437-2600
Quiet Waters Park	Broward County Parks - Quiet Waters Park	954-360-1315
Lauderdale by the Sea	Lauderdale-by-the-Sea	954-776-3611

**FIRE MARSHAL'S OFFICE:** Concerned with **Public and Life Safety issues, crowd and traffic control.**

Location	Contact	Phone
Unincorporated Broward County, Brian Piccolo Park, Lauderdale-by-the-Sea	Broward County Sheriffs Office	954-831-8210
Quiet Waters Park	Deerfield Beach Fire Rescue	954-480-4350

**BUILDING CODE SERVICES:** Accepts permit applications **ONLY** after the plans have been routed and approved by all the other agencies. Upon approval from the building Division any required fees will need to be paid, your permit will be issued and the required inspections will be performed. Once the final inspections have passed the special event permit will be signed off as completed and the event will be allowed to open to the public.

**Broward County Building Code Services Division**

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**STATE OF FLORIDA:** In addition to the above County or local agencies you may need to contact certain State agencies, depending on the type of activities or attractions that will be present at the event.

**Department of Business and Professional Regulation**  
 5080 Coconut Creek Parkway, Margate, FL 33063-3942  
 (850) 487-1395

[www.myflorida.com/dbpr/hr/forms/30/5030\\_034.pdf](http://www.myflorida.com/dbpr/hr/forms/30/5030_034.pdf)

**FOOD PREPARATION:** A Temporary Food Service Event is any event of 30 days or less in duration where food is prepared, served, or sold to the general public.

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**Department of Agriculture and Consumer Services**  
3125 Connor Blvd., Tallahassee, FL 32399-1650  
(850) 488-9790

[www.doacs.state.fl.us/onestop/std/fairride.html](http://www.doacs.state.fl.us/onestop/std/fairride.html)

**AMUSEMENT RIDES:** The Bureau of Fair Rides Inspection is responsible for inspecting all amusement rides in the state of Florida. Please Note: "No amusement ride can operate in the State of Florida unless inspected and permitted by the Bureau of Fair Rides Inspection".

**EVENT PERMIT  
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- Electrical Contractor - Generators, Lighting, Electrical power distribution etc.
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- Mechanical Contractor - Air Conditioning systems, fire extinguishing apparatus, etc.

**All routing must be completed prior to submitting a permit application to the building division for the following agencies:**

- Zoning
- Fire Marshal's Office
- State of Florida DBPR (Food Preparation)
- State of Florida Agriculture (Rides)

Plans must include a site plan that indicates:

- Setbacks
- Egress to and from the site
- Location of Booths\*
- Location of Rides
- Electrical details\*\*
- Compliance with all ADA/handicap requirements.
- Structural details/shop drawings for tents or canopies.

**\*Booths using and storing L.P. gas need to comply with NFPA 54 & 58 as well as FBC Fuel Gas Code requirements:**



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- Show sizes and locations of all gas containers. All gas containers must be secured and protected.
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- Indicate location of all fire extinguishers

**\*\*Electrical details to be shown on the plan:**

- Indicate overhead power lines and clearances.
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- Provide KVA ratings of generators and indicate the type of cables being used (hard usage required).
- Note that "lamps used for general illumination in tents or concessions shall be protected from accidental breakage by suitable fixtures or guards (no open fixtures).
- Fire extinguishers are required at generators (Minimum 2A10BC).

**The above described information must be submitted to the Building Code Services Division a minimum of two (2) weeks prior to the event.**

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**The Building Code Services Division created this website to inform the general public and provide licensed contractors the necessary information to apply for building, electrical, mechanical and plumbing permits required for special events, carnivals, and festivals. This information is applicable to Broward County Unincorporated Area, the City of Lauderdale by the Sea, the Town of Hillsboro Beach, the City of West Park, Quiet Waters Park, and Brian Piccolo Park.**

The Florida Building Code (2004 ed.) requires that a permit must be obtained for temporary structures, sanitary systems and electrical equipment. See the attached list of details that are needed to obtain these permits;

[www.broward.org/buildingcode/permits/permits.htm#attached](#)

**\*CHECKLIST – These are the agencies that need to be contacted:**

**1) Zoning-unincorporated areas only**

To verify that the event can be held at the site, call the Broward County Building Code Services Zoning Section at (954) 765 4914 ext 5, or visit:

[www.broward.org/buildingcode/zoning/zoning.htm#zoning](#)

**2) Fire Marshall's Office (FMO)**

Call (954) 831-8210 or e-mail any questions to: [firemarshal@broward.org](mailto:firemarshal@broward.org).

FMO will respond by fax, e-mail, US mail, or can make arrangements for you to pick up the required information.

**3) Broward Building Department (County Facilities only) –**

[www.broward.org/buildingcode/countyfacilities.htm](#)

**4) The State of Florida – Department of Business and Professional Regulations (DBPR)**

For food preparation, visit:

[www.myfloridaclearing.com/florida/food.htm](#)

**5) State of Florida – Department of Agriculture and Consumer Services (DOACS)**

If rides are involved, visit:

[www.doacs.state.fl.us/onestop.cfm?ride.htm!](#)

*\* Please apply for permits at least four weeks in advance to allow for plan review, for plan corrections to be made, and for inspections.*

4/17/07

## **Required information for special events permits;**

Only qualified applicants may apply; only State of Florida or County-issued licensees.

All routing must be completed prior to submitting to the building department; in order of approvals, Zoning, Fire Marshall's Office, State DBPR (restaurant or rides), and Building Department.

Plans must include a site plan that indicates all setbacks, egress to and from the site, locations of booths, sanitary facilities, L.P. gas tanks, rides and all electrical details.

Indicate overhead power lines and clearances. If there are multiple power sources, indicate bonding on grounding detail. Provide load calculations, indicate all loads that are to be connected, provide KVA ratings of generators and indicate the type of cables being used (hard usage required).

\*All lamps for general illumination in tents or concessions shall be protected from accidental breakage by suitable fixtures or guards (no open fixtures).

\*Fire extinguishers are required at generators (Minimum 2A10BC).

Provide adequate sanitary facilities (existing facilities that are within 500 ft of the event may be included). Plans must show compliance with all ADA/handicap requirements.

Booths using L.P. gas need to comply with all NFPA requirements. Show sizes and locations of all gas containers in service and/or those being stored. No open flames, lanterns, welding, or smoking is allowed. Fire extinguishers and signs are required. Only accepted materials, methods, connectors, appliances and regulators may be used. All equipment and piping must be protected and have the proper shut-off valves.

\*The equipment shall be tested and inspected per NFPA requirements

Be sure to include on the plans any structural details/shop drawings for tents or canopies.