

SPECIAL REQUIREMENTS FOR TENT REVIVALS AND CARNIVALS

RER's Zoning Plan Review Division

- Special events are permitted on properties zoned BU-2 and BU-3, MC (Mixed Use) Zoning Districts and sites that have been approved to have such events.
- Four events are permitted each year. The third and fourth event will require signatures from the neighbors.
- Please see a Zoning Plans Processor regarding the required signatures.
- A building permit will be required that will include a site plan showing location of tents and rides.
- It is recommended that permit application be submitted 14 days prior to event.
- Written approval from Miami-Dade County Health Department at 1725 NW 167 Street, 305-623-3500, if using temporary portable toilets or letter stating from property owner/manager that existing bathrooms are available.
- Obtain written authorization or email from Miami-Dade County Police Department.
- Obtain written authorization or email from Parks and Recreation Department if event is within a Miami-Dade County park.
- Certificate of Use will be required.

Miami-Dade Fire Rescue Department (Fire)

The following must be provided in order to comply with the Florida Fire Prevention Code:

- Fire extinguishers in accordance with NFPA 10 shall be provided.
- Certificate of Fire Resistance identifying tent meets NFPA 701 standards must be submitted for each tent.
- Minimum aisle width in seating areas with less than 50 persons shall be 36". Aisle width shall be 44" when seating is greater than 50 persons. The number and locations of aisle shall be in accordance with the Florida Fire Prevention Code.
- No parking within 10 feet except upon a public street.
- "No Smoking" signs.

- There shall be a minimum of 12 feet between stake lines (multiple tents).
- No unauthorized open flames permitted in tents.
- Fire watch is required for all tents with a capacity of 300 persons or greater. To arrange, please call Miami-Dade Fire Rescue Department at (786) 331-4800.

SPECIAL REQUIREMENTS FOR HOLIDAY SALES

RER's Zoning Plan Review Division

- Two holiday tent sales are permitted on properties zoned BU (Business District) or properties that have been approved for such a use.
- Holiday tent sales include Christmas trees, sparklers, pumpkins, flowers, stuffed animals or gift baskets.
- Special event holidays are identified as Christmas, New Year's Eve, St. Valentine's Day, Mother's Day, Fourth of July and Halloween.
- Each site is limited to two tent sales per calendar year.
- It is recommended to submit building permit for tent 14 days in advance of event.
- Site plan needs to be provided showing location of tent, set back tent 20 feet from property lines.
- Tent cannot occupy accessibility spaces.
- Written approval or email from property owner or property manager.
- Written approval from Miami-Dade County Health Department at 1725 NW 167 Street, 305-623-3500 if using temporary portable toilets or letter stating from property owner/manager that existing bathrooms are available.
- Certificate of Use will be required.

Miami-Dade Fire Rescue Department (Fire)

The following must be provided in order to comply with the Florida Fire Prevention Code:

- Fire extinguishers in accordance with NFPA 10 shall be provided.
- Certificate of Fire Resistance identifying tent meets NFPA 701 standards must be submitted for each tent.
- No parking within 10 feet except upon a public street.

- "No Smoking" signs.
- There shall be a minimum of 12 feet between stake lines (multiple tents).
- No unauthorized open flames permitted in tents.

Q. After my building permit is issued for my Short Term Event, are separate electrical, plumbing, or mechanical permits required?

A. No. Your event permit includes all trade related work that is why your subsidiary contractors are required to sign the Professional Certification for Short Term Events Affidavit and Verification forms.

Q. Am I required to call for inspections during construction of my temporary structure?

A. The Department of Regulatory and Economic Resources will rely on the professional who signed the Affidavit to inspect the erection and installation of all temporary facilities and will perform an inspection seven days after the event's conclusion only to ensure all temporary structures have been removed. However, other departments may require you to call for other inspections during construction. Check the permit card for details.

Q. Are these all of the regulation and permitting procedures for membrane structures?

A. No. Please remember that this information is being provided to you as a guide to assist you with the permitting process for Short Term Events. Please contact each applicable agency to verify and obtain recent information.

NOTE:

Please note that in addition to obtaining a special event permit from the Department of Regulatory and Economic Resources, a Certificate of Use (CU) is also required for an event that generates revenue from ticket sales, registration fees and/or retail sales of merchandise, food and drink. A CU is also required for holiday tent sales for pumpkins, Christmas trees, 4th of July and New Year's Eve fireworks, Valentine's Day and Mother's Day. A site that qualifies for a holiday sales event can only have two events per year.

PERMITTING PROCEDURES FOR SHORT TERM EVENTS



A public information service of

Miami-Dade Department of Regulatory and Economic Resources

Permitting & Inspection Center
11805 S.W. 26th Street (Coral Way)
Miami, Florida 33175-2474
(786) 315-2000
Monday - Friday
7:30 a.m.-4:00 p.m.
Excluding Legal Holidays

www.miamidade.gov/building

Q. What is a Short Term Event?

A. It is an event that lasts 45 days or less where temporary structures and facilities are required. These events can be for revivals, carnivals, assemblies, circuses, sporting tournaments and for the sale of items such as sparklers, Christmas trees, pumpkins, stuffed animals, and/or flowers.

Q. What type of temporary structures can be included with a Short Term Event?

A. The following temporary structures can be included under the Short Term Event:

- Membrane structures (tents)
- Stages
- Bleachers
- Towers for lighting or sound systems
- Platforms
- Lifts
- Ramps
- Non-portable ventilation systems
- Enclosed cooking facilities

Q. Do all temporary structures utilized in a Short Term Event require a building permit?

A. No building permits are required for membrane structures (tents) that are 10 x 12 in size or less provided the tents are not being utilized for the sale of items such as sparklers, Christmas trees, pumpkins, stuffed animals and/or flowers.

Q. I am having a Short Term Event with temporary structures, which require a permit. Where do I go to apply for the permit?

A. Building permit applications for the erection of temporary structures relating to a Short Term Event

in Miami-Dade County can be submitted for permit at the Permitting & Inspection Center at 11805 SW 26 Street (Coral Way), Monday through Friday, between the hours of 7:30 a.m. to 4:00 p.m., excluding legal holidays.

Q. What should I bring to apply for the permit?

A. You will be required to bring a completed permit application signed by a qualified applicant (for further details refer to Chapter 10 of the Code of Miami-Dade County or Chapter 489 of the Florida Statutes); two completed sets of plans showing all property lines, together with dimensions of same; all street(s) or avenue(s) on which the property is located; the location, setback, dimensions and description of all existing buildings, light standards, driveways, customer parking areas and the size, location and setbacks of all the temporary structure(s); the location and number of restroom facilities. Plans detailing the structures must comply with the Florida Building Code and NFPA 102. All plans must include structural calculations and when applicable, a copy of the Class A flame spread certification. Plans must be signed and sealed by a State of Florida licensed and registered architect or engineer.

Additionally, you must have in the plans a completed Professional Certification for Short Term Event Affidavit and Verification Form. The form must be signed by the property owner, event holder, prime contractor, and all applicable subsidiary contractors (electrical, plumbing, mechanical). Additionally, the form requires the signature and seal of a Florida licensed and registered architect or engineer who will be responsible for performing plan reviews and inspections for Florida Building Code requirements.

The Building Official will rely on the Affidavit to issue the permit without examination of the plans. However, the plans will be reviewed by other applicable agencies including, but not limited to the Department of Regulatory and Economic Resources (RER), Environmental Resources Plan Review Division, Zoning Plan Review Division and Miami-Dade Fire Rescue Department. Additionally, requirements for events and membrane structures are outlined as follows:

SPECIAL REQUIREMENTS FOR FESTIVAL ASSEMBLIES, CIRCUSES, AND SPORTING EVENTS SUCH AS 5K RUNS

RER's Zoning Plan Review Division

- Special events are permitted on properties zoned BU-2 and BU-3, MC (Mixed Use) Zoning Districts and sites that have been approved to have such events.
- Four events are permitted each year. The third and fourth event will require signatures from the neighbors.
- Please see a Zoning Plans Processor regarding the required signatures.
- A building permit will be required that will include a site plan showing location of tents and rides.
- It is recommended that permit application be submitted 14 days prior to event.
- Written approval from Miami-Dade County Health Department at 1725 NW 167 Street, 305-623-3500, if using temporary portable toilets or letter stating from property owner/manager that existing bathrooms are available.
- Obtain written authorization or email from Miami-Dade County Police Department.
- Obtain written authorization or email from Parks and Recreation Department if event is within a Miami-Dade County park.
- Certificate of Use will be required.

Miami-Dade Fire Rescue Department (Fire)

- A review of site and assemble (seating) plans are required.
- Minimum head room 7'6".
- The following must be provided in order to comply with the Florida Fire Prevention Code:
 - A. Fire extinguishers in accordance with NFPA 10 shall be provided.
 - B. Minimum aisle width in seating areas with less than 50 persons shall be 36". Aisle width shall be 44" when seating is greater than 50 persons. The number and locations of aisle shall be in accordance with the Florida Fire Prevention Code.
 - C. No parking within 10 feet except upon a public street.
 - D. "No Smoking" signs.

- E. Provide flame spread (class A) affidavit of affirmation for membrane structures.
- F. There shall be a minimum of 12 feet between stake lines (multiple tents).
- G. No unauthorized open flames or pyrotechnics permitted in tents.
- H. Fire watch is required for all tents with a capacity of 300 persons or greater. To arrange, please call Miami-Dade Fire Rescue Department at (786) 331-4800.

SPECIAL REQUIREMENTS FOR TENT SALES OF SPARKLERS

RER's Zoning Plan Review Division

- Two holiday tent sales are permitted on properties zoned BU (Business District) or properties that have been approved for such a use.
- Holiday tent sales include Christmas trees, sparklers, pumpkins, flowers, stuffed animals or gift baskets.
- Special event holidays are identified as Christmas, New Year's Eve, St. Valentine's Day, Mother's Day, Fourth of July and Halloween.
- Each site is limited to two tent sales per calendar year.
- It is recommended to submit building permit for tent 14 days in advance of event.
- Site plan needs to be provided showing location of tent, set back tent 20 feet from property lines.
- Tent cannot occupy accessibility spaces.
- Written approval or email from property owner or property manager.
- Written approval from Miami-Dade County Health Department at 1725 NW 167 Street, 305-623-3500 if using temporary portable toilets or letter stating from property owner/manager that existing bathrooms are available.
- Certificate of Use will be required.

Miami-Dade Fire Rescue Department (Fire)

- Application is to include a copy of the Certificate of Registration available from State Fire Marshal (850) 413-3623.

- Copy of the company owner's Florida Driver's License.
- Site drawing identifying proximity of all buildings, other structures and streets and indicating location and type of fire extinguishers.
- Provide dates and hours of operation.
- Provide a minimum of two approved fire extinguishers rated 2A10BC to be readily visible and placed near exits. Travel distance to extinguishers is not to exceed 75 feet.
- Provide at least one pressurized water type fire extinguisher in addition to required ABC type.
- There shall be no smoking in tents, and appropriate "No Smoking" signs shall be displayed conspicuously.
- Sparklers shall be sold in packages or zip locked or tied polyethylene bags.
- Sales from motor vehicles are prohibited.
- Sparklers shall not be stored, sold or dispensed in any manner where combustibles or flammable materials are dispensed.
- Sparklers shall be stored on skids or pallets a minimum of 4" off the ground to protect the chemical stability of the compounds from moisture.
- All merchandise must be removed from the tent daily unless an approved security system is provided.
- All storage containers shall be labeled "Class C Explosives" or "Explosives 1.4G".