

**SPECIAL EVENT PERMIT
REQUIRED DOCUMENT AND ATTACHMENT CHECKLIST
*CAN BE USED FOR SPORTING EVENTS**

Event Name _____
Event Dates _____

Item	“X” One	
	Yes	N/A
1. Completed Application		
2. Notarized Disclosure Affidavit		
3. Insurance Certificate (Verify additional insured info.) Miami Dade County 111 NW 1 St. Suite 2340 Miami, Fl 33128		
4. Articles of Incorporation http://sunbiz.org/search.html		
5. State Certificate of Tax Exemption-Special Event fee is taxable		
6. Attach flyer or brochure where available		
7. Site Map indicating area to be used		
8. Copies of other required regulatory permits		
9. Proof of MDPD and MDFR coverage if required		
<p>*NOTE:SHORT TERM EVENT PERMIT FROM THE B&Z DEPT:All events to be held at a Parks, Recreation and Open Spaces Department Facility which require a Miami-Dade Building Department “Short Term Event Permit” must be reviewed and approved for ADA compliance by the Parks, Recreation and Open Spaces Department’s designated ADA reviewer prior to issuing the permit. The requirement for a “Short Term Event Permit” from the Building Department is triggered by (tents) that are 10 x 12 in size or larger, stages and bleachers other than the MDPR Showmobile and Portable Stage, Towers for lighting or sound systems, platforms, lifts, Non-portable ventilation systems and enclosed cooking facilities.</p>		

*revised 5/6/22