



Special Event Permit Application Requirements

BUILDING DEPARTMENT

Revision Date: 2/10/2023

Form I.D. Number: 034.5

SPECIAL EVENT PERMIT APPLICATION CHECK LIST

- SPECIAL EVENT PERMIT APPLICATION
- PROOF OF LIABILITY INSURANCE LISTING THE CITY OF CORAL SPRINGS AS ADDITIONALLY INSURED WITH A MINIMUM OF \$1 MILLION DOLLARS
- SITE PLAN INCLUDING AERIAL SHOWING WHERE THE EVENT WILL TAKE PLACE, LOCATION, SET-BACK (25 FT. FROM STREET OR CORNER), 12 FEET OF ACCESS FOR EMERGENCY VEHICLES
- SITE PLAN MUST SHOW ALL ELECTRICAL POWER (OUTLETS, GENERATORS AND LIGHTING) (PERMITS COULD BE REQUIRED)
- SITE PLAN MUST SHOW LOCATION, QUANTITY, AND TYPE OF REQUIRED SANITATION; TOILET FACILITIES ARE REQUIRED TO BE PROVIDED. IF PORTABLE TOILETS ARE USED, NO LESS THAN ONE (1) SHALL COMPLY WITH THE AMERICAN WITH DISABILITY ACT
- LETTER FROM OWNER OF THE PROPERTY GIVING PERMISSION TO HOST THE EVENT
- LETTER FROM NON-PROFIT (ALL SPECIAL EVENT PERMITS SHALL BE TIED TO A LOCAL/NATIONAL CHARITY)
- SIGN SAMPLE & SIZE – (ONLY ONE ALLOWED; SHOULD ONLY INDICATE NAME, LOCATION, LOGO, TIME, AND DATE - 32 SQUARE FEET)
- TEMPORARY LIQUOR LICENSE IF SERVING ALCOHOL OUTSIDE
- A POLICE DETAIL REQUIRED IF SERVING ALCOHOL OUTSIDE; CONTACT AMY BACKER AT 954-346-1312 (ABACKER@CORALSPRINGS.GOV)
- A FIRE WATCH IS REQUIRED IF COOKING OUTSIDE; CONTACT COMMUNITY RISK REDUCTION DIVISION AT 954-346-1396



Special Event Permit Application Requirements

BUILDING DEPARTMENT

Revision Date: 2/10/2023

Form I.D. Number: 034.5

TENT REQUIREMENTS

(Over 10 X 10)

- 2 SETS OF PLANS
- MINIMUM OF 2 SITE PLANS SHOWING WHERE TENT(S) WILL BE LOCATED AND ALL ACCESSIBILITY REQUIREMENTS
- "NO SMOKING" SIGNS POSTED OUTWARD FROM EACH SIDE OF TENT
- EXIT SIGNS POSTED
- 4A 10BC FIRE RATED EXTINGUISHERS EVERY 2500 SQUARE FEET
- 5 GALLON ASH BUCKETS FILLED WITH SAND AND LOCATED UNDER EACH NO SMOKING SIGN
- SUFFICIENT EMERGENCY LIGHTING
- ELECTRICAL PLANS AND PERMIT APPLICATION WHEN APPLICABLE
- LICENSE ISSUED BY BROWARD COUNTY OR STATE OF FLORIDA AS:
 - AWNING/CANOPY
 - GENERAL CONTRACTOR
 - BUILDING CONTRACTOR
 - RESIDENTIAL CONTRACTOR
- THE EVENT ORGANIZER IS RESPONSIBLE FOR ENSURING THAT ALL TENTS ARE PROPERLY ANCHORED & SECURED PER MANUFACTURER'S SPECIFICATIONS



Special Event Permit Application Requirements

BUILDING DEPARTMENT

Revision Date: 2/10/2023

Form I.D. Number: 034.5

ELECTRICAL EVENT REQUIREMENTS

- Provide a site plan showing all electrical power to be utilized for the event. Include details about where electric power will be derived from. Examples: existing GFCI protected receptacle; new temporary GFCI protected receptacle; or generator power GFCI protected receptacle.
- All receptacles shall be approved, grounded, GFCI protected type with proper cover.
- All power cords shall be approved heavy duty grounded type and must be physically protected from damage and tripping hazards.
- All light and lamps used for general illumination shall be protected from contact or breakage and be listed as suitable for the proposed use.
- Article 590 of the National Electric Code for temporary electric power and lighting installation shall apply.
- Additional permitting requirements may apply for large events, equipment, and special circumstances.



Special Event Permit Application Requirements

BUILDING DEPARTMENT

Revision Date: 2/10/2023

Form I.D. Number: 034.5

FIRE SAFETY REQUIREMENTS

- Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks or trailers, shall have the fire suppression equipment including fire extinguishers and hood suppression systems (if applicable) properly maintained and serviced by a Florida State certified company.
- One 4A10BC fire extinguisher shall be provided for each cooking vendor. In addition, a Class K-Type fire extinguisher is recommended for vendors that are deep frying. All extinguishers shall have a current inspection tag with proper pressure and pin secured in place. Fire extinguishers shall be visible and readily available for use.
- All propane cylinders must be secured. Small cylinders (20#) can be put in a milk carton type crate. Larger cylinders shall be secured to a stationary object, (fence, pole) except personal type grills with propane cylinders attached.
- All propane cylinders (other than personal type grills with propane cylinders attached) shall be 10 ft. from the cooking appliance with gas line(s) secured.
- Deep fryers or pans with grease used for cooking shall have a metal cover plate, (lid) to put on them in case of fire or rain.
- If cooking under canopy/tent like structure, it shall be of flame-resistant material. There shall be a flame-resistant tag/label affixed to each canopy/tent.
- Fire lanes shall be maintained according to permitted plans if applicable.



Special Event Permit Application Requirements

BUILDING DEPARTMENT

Revision Date: 2/10/2023

Form I.D. Number: 034.5

SPECIAL EVENT PERMIT REQUIRED DOCUMENTATION

The City of Coral Springs issues a Special Event Permit for any assembly, meeting, parade or gathering of a group of people, animals, vehicles, or a combination having a common purpose on any publicly or privately owned property and which inhibits the usual flow of pedestrian or vehicular traffic or which occupies any public property to the exclusion of others, or any private use of buildings or property which deviates from the established, legal permitted use of such property or building. Special Event Permits are intended to regulate such activities in the interest of public health, safety, and welfare.

An application for a Special Event Permit should be made **thirty (30) days** before an activity is planned.

The following shall be submitted with the application:

1. Completed site plan including:
 - Location of event
 - Time schedule for event
 - Handicapped accessibility plan
 - Any electrical power (outlets, generators, and lighting)
 - Location, quantity, and type of required sanitation facilities.
 - 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. *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.
11. *Inspections by the Fire Marshal's Office are mandatory prior to an event. Inspections by the Building Official may be required and shall be completed prior to the event*

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 Special Event Permit must receive approval from the City Commission.



Special Event Permit Application Requirements

BUILDING DEPARTMENT

Revision Date: 2/10/2023

Form I.D. Number: 034.5

[Coral Springs, FL, Code of Ordinances Chapter 20](#)

Special Events.

[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)



Special Event Permit Application Requirements

BUILDING DEPARTMENT

Revision Date: 2/10/2023

Form I.D. Number: 034.5

SPECIAL EVENT PERMIT APPLICATION

(Please submit 30 days prior to event)

Application#: _____ Date of Application: _____

Name of Applicant: _____ Phone Number: _____

Email Address: _____ Fax Number: _____

Organization (Non-Profit): _____

Proposed Use or Activity: _____

CITY EVENT

CITY CO-SPONSORED EVENT

Location of Activity: _____

Date(s): _____ Time: From _____ To _____

Estimated # of people on site at any one time: _____

Tent(s): _____ Size(s): _____ Color: **WHITE ONLY**

Site Plan

Aerial View

Restrooms

Signage

Rides

Alcoholic Beverages

Liquor License

(PD DETAIL MAY BE REQUIRED – CONTACT 954-346-1312 FOR MORE INFORMATION)

Food

Open Cooking

Fire Watch Required

Time: _____

(CONTACT 954-346-1396 FOR MORE INFORMATION)

Health Certificate

Sound Equipment

Electrical Power Needed

MOBILE FOOD VENDOR TRUCKS: Yes No

Commission Approved 2-Year Pilot Program ending 4/1/2018 – ORDINANCE 2016-101

Must have a minimum 2 food trucks/submit list of trucks & active license from DBPR

FOR CITY USE ONLY					
DATE	DEPARTMENT	APPROVED	DENIED	COMMENTS	INSPECTION REQUIRED
	Zoning				
	Code Compliance				
	Building - Electrical				
	Building - Structural				
	Fire				
	Police				
	Other				
	Payment \$	Check #	Cash <input type="checkbox"/>	Amount: \$	

APPROVED: _____ DATE: _____