



# TEMPORARY USE APPLICATION

Property Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Strap Number: \_\_\_\_\_

Applicant: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Temporary Use (please be specific): \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ thru \_\_\_\_\_ Hours \_\_\_\_\_ to \_\_\_\_\_

Number of Tents: \_\_\_\_\_ Sq. Ft. Per Tent: \_\_\_\_\_ Tent Side Walls: Yes \_\_\_\_\_ No \_\_\_\_\_

Temporary Lighting: Yes \_\_\_\_\_ No \_\_\_\_\_ Temporary Electric: Yes \_\_\_\_\_ No \_\_\_\_\_ Amps \_\_\_\_\_

### ADDITIONAL INFORMATION / SUBMITTAL REQUIREMENTS

- A. Application fee per fee schedule.
- B. Notarized letter from property owner giving permission for use of property (not required for construction Office/Shed).
- C. Two site plans indicating available parking, loading space, existing structures and location of equipment, restroom facilities, etc.
- D. Evidence that adequate sanitary facilities meeting the requirements of Lee County Health Department are provided (Port-o-let contract or letter from neighboring business stating that restroom facilities are for their use and that hours of operation are compatible).
- E. Evidence that sounds emanating from the temporary use shall not adversely affect any surrounding property, per Noise Control Ordinance No. 15-01.
- F. Evidence of public liability insurance and property damage insurance.
- G. Where applicable, evidence that the applicant for a proposed use has complied with Town ordinances pertaining to Special Events LDC Section 22, Ordinance No.12-04.
- H. Evidence that the appropriate law enforcement and fire agencies that will be coordinating traffic control or emergency services have been advised of the plans for the temporary use and are satisfied with all aspects under their jurisdiction.
- I. If tent is 2,500 sq. ft. and over, plans will need to be reviewed by Plan Review (\$50 review fee).
- J. Two copies of the flame retardant certificates are required for each tent (if applicable).
- K. Temporary use applications for events between May 1<sup>st</sup> and October 31<sup>st</sup> will need to be reviewed by Environmental Sciences for compliance with LDC Section 14-11. (\$25 review fee).
- L. Temporary electric and lighting requires separate electrical trade permit application and inspection. (\$104 fee)

*The undersigned applicant agrees to comply with the Town of Fort Myers Beach Land Development Code and any other applicable codes and certifies that to the best of his/her knowledge, the information submitted for the temporary permit is true and correct.*

Signature (owner/authorized agent) \_\_\_\_\_

Typed or printed name \_\_\_\_\_ Date \_\_\_\_\_

## AFFIDAVIT FOR OVER THE COUNTER TENT PERMITS

I hereby affirm that the following criteria will be met for the tents to be erected at:

\_\_\_\_\_  
(Address)

For \_\_\_\_\_ for the purpose of \_\_\_\_\_  
(Business Name) (Event)

- Tent is under 2,500 square feet and does not have side walls
- Tents will not be used for a place of assembly (more than fifty people), kitchen or mess hall
- Tents will not block any driveway, fire hydrant or fire access to any building
- Tents will be at least twelve feet from all property lines and have an unobstructed passage-way or fire road not less than twelve feet wide and free from guy ropes or other obstructions on all sides of tent
- "NO SMOKING" signs will be placed approximately every twenty feet around perimeter of tent
- One classification type 2A fire extinguisher will be provided in every tent having a floor area of more than five hundred square feet but less than one thousand square feet, and also one in each auxiliary tent adjacent thereto. Two classification type 2A fire extinguishers will be provided for each tent from 1,000 to 2,500 square feet.
- NOTE: At a minimum, all tents displaying or selling any sparklers shall have at least on 10 LB 4A-60BC Fire Extinguisher per NFPA-a Chapter 16.
- Tents that will be occupied after sunset will have lights and emergency lighting.
- Flame resistance certificates will be on the job site for inspection.
- All other applicable requirements of N.F.P.A. 102 will be complied with.

I understand that it is the responsibility of the permit holder to call the Inspections Office for inspection request and the Fort Myers Fire Prevention Department to receive final fire inspection prior to using the tent.

**Under penalties of perjury, I declare that I have read the foregoing Affidavit and that the facts stated in it are true.**

Signature (owner/authorized agent) \_\_\_\_\_

Typed or printed name \_\_\_\_\_ Date \_\_\_\_\_

## **BUILDING AND FIRE MARSHALL CODES FOR TEMPORARY PERMIT**

### **Permit Required**

No person may erect, operate, or maintain a tent or air supported structure covering an area in excess of one hundred twenty (120) square feet without a permit. Tents used exclusively for camping are exempt from the above requirement.

### **Place of Assemblage**

A place of assemblage includes any circus, carnival, tent show, theater, skating rink, dance hall or other place of assemblage in or under which persons may gather for any purpose.

### **Location of Tents and Air Supported Structures**

1. A tent or air supported structure must be located from any property line or permanent structure so as to be readily accessible by fire equipment.
2. Tents or air supported structures having an area of fifteen thousand (15,000) sq. ft. or more must be located not less than fifty (50) feet from any other tent or structure as measured from the side wall of the tent unless joined together by a corridor.
3. Tents and air supported structures may be joined together by means of corridors, but such corridors must be open to the sky. On each side of such corridor and approximately opposite each other, there must be provided openings not less than twelve (12) feet in width. These openings must be equipped with sliding curtains.
4. An unobstructed passageway or fire road not less than twelve (12) feet in width and free from guy ropes or other obstructions must be maintained on all sides of all tents or air supported structures unless otherwise approved by the fire authority having jurisdiction.

### **Structural Stability**

Tents or air supported structures and their appurtenances must be adequately roped, braced and anchored to withstand the elements of weather against collapsing.

### **Flame-Retardant Treatment**

The side wall, drops and top of all tents and air supported structures and all decorations must be of flame-retardant material or must be made fire retardant.

An affidavit or affirmation must be retained on the premises at which the tent or air supported structure is located, attesting to the following information relative to the flame retardant treatment of the fabrics:

1. Date the fabric was last treated with flame-retardant solution.
2. Trade name or kind of chemical used in treatment.
3. The name or person or firm treating the material.
4. The name and address of the owners of the tent.

### **Fire-Safety Standards**

1. Smoking must not be permitted in any tent or air supported structure. Approved "NO SMOKING" signs must be conspicuously posted.
2. No fireworks, open flame or other device emitting flame or fire may be used in or immediately adjacent to any tent or air supported structure while open to the public.

### **Fire Extinguishers and Other Fire Protection Equipment**

Fire extinguishers and other fire protection equipment must be provided in every tent or air supported structure as follows:

1. One 2-A type extinguisher must be provided in every tent or air supported structure having a floor area of more than five hundred (500) square feet but less than one thousand (1000) square feet and also one in each auxiliary tent or air supported structure adjacent thereto.
2. One additional 2-A type extinguisher must be provided for each additional two thousand (2000) square feet or fraction thereof.