



*City of*  
**Tampa**  
Florida

# MAJOR EVENTS CENTRALIZED PERMITTING GUIDE





## Contents

PERMIT INFORMATION AND SUBMITTAL REQUIREMENTS.....	2
Alcohol & Beverage (ABT) & Temporary Special Event Permits (Zoning).....	2
Banners within the public right(s)-of-way permit. (Sec 22-234) (ROW).....	3
In-Door/ Outdoor Pyrotechnics Display Permits (Fire Marshal's Office).....	3
Non-motorized vehicle permit (Sec 25-62) (ROW).....	4
Food Truck Vendor (Fire Marshal's Office).....	4
Food Truck Vendor (Zoning) .....	5
Temporary Cooking under Tents (Fire Marshal's Office).....	5
Temporary street closures (Sec 25-50) (ROW) .....	6
Temporary Structures (mobile stages, special amusement buildings, free-standing platforms, stages or bleachers) (CSD) .....	6
Temporary Structures in ROW (Dumpster, trailer, PDOS, podium(s), sign(s), tent(s), port-o-let(s), etc) (ROW) .....	7
Tents (Fire Marshal's Office / CSD) .....	7
Tents 900 Square Feet (SF) or larger .....	7
Tents 10x10 and smaller .....	8
Tents 5000 Square Feet (SF) or larger (individual or aggregate) (CSD).....	8
Valet Operator Permit (ROW).....	9
ADMINISTRATION INFORMATION .....	10
Insurance Certificate Requirements .....	10
PERMIT CONTACT INFORMATION .....	11
PERMIT FEES .....	12
PERMIT SUBMITTAL SAMPLES .....	14
SAMPLE FORMS (Fire Marshal's Office).....	22

## PERMIT INFORMATION AND SUBMITTAL REQUIREMENTS

### Alcohol & Beverage (ABT) & Temporary Special Event Permits (Zoning)

State of Florida allows a bona-fide non-profit civic organization to sell alcoholic beverages for consumption on premises for a period not to exceed 3 days for a single event.

- Approvals shall not be granted for a period longer than three (3) consecutive days;
- Approvals shall not be granted more than three (3) times in any one (1) calendar year to any one (1) organization;
- Approvals shall be limited to on premises consumption only, and only on land(s) that meet the following criteria:
  - Land(s) that are public right-of-way, contact staff for more details
  - Land(s) that maintain a non-residential zoning district \*; or
  - Land(s) on which a legal conforming or legal nonconforming, non-residential use is located, on a zoning lot, within a residential zoning district\*

If any portion of the event is on property owned by the City of Tampa or within any right(s)-of-way owned and/or maintained by the city must obtain a certificate of insurance; permit application with back up documents will be routed to the Mayor's office for approval.

Sales shall cease at 12:00 a.m. Please contact staff for additional information.

#### Permit Submittal Information

1. Submit an online application in [Accela](#).
2. Application Types:
  - a. Temp Special Event
  - b. AB (Alcohol & Beverage) Special Use 1 (temp private property) – non-profit ONLY can apply for this permit type in accordance with state of Florida requirement.
3. Include on Site Plan:
  - a. North Arrow, legend, scale, dimensions of the lot.
  - b. Business hours of operation, if applicable.
  - c. Location and dimensions of proposed parking and service areas, including typical parking space dimensions.
  - d. Proposed circulation pattern, including access to adjacent streets and/or alleys.
  - e. Location of any existing buildings, temporary buildings and tents, rest room facilities, stages, vehicles and solid waste stations.
  - f. Location where alcohol will be sold, served, stored and/or consumed;
  - g. Location of any fencing reflecting the location and width of all entrances and exits, along with required signage.
  - h. Name, location and width of all existing street and alley rights-of-way, within or adjacent to the site.
4. Include with application documents:
  - a. If you are utilizing off-site parking for the event, please provide signed leases reflecting the number of spaces available and the location of the off-site parking. Off-site parking must be within three miles if providing shuttle service. Compliance with Section 27-283.6 is required for non-shuttle serviced parking.

- b. Proof of Non-Profit Status: Either the statement from the Internal Revenue Service or the statement from the State of Florida showing the nonprofit status.
- c. Please coordinate with the Tampa Police Department at 813-276-3385 for Extra Duty officers and Tampa Fire Rescue/Fire Marshall's office at 274-7000 for a Fire Watch Officer and Tent Permits. Off-duty officers are required by Code and must be secured before LDC is able to sign the State of Florida application (alcohol permits only). If providing off-site parking, please contact Transportation at 274-3100.

Stage - Tent – Generator/Structural items will be routed to the Construction Services Center group (2nd permit application may be required). If tents or outdoor exhibits/displays are used, a site plan must be submitted to the division of land development coordination to demonstrate compliance with zoning setbacks

Hosting an event in a vacant building selling alcohol requires an AB Special Use 1 - Temporary permit. Any transaction of money that goes towards drinking alcohol would be considered consideration by the State and require an alcoholic temporary special event (ABT). Any event with alcohol must meet the application requirements for an ABT; that is, they are a non-profit, no longer than 3 days, etc.

### Banners within the public right(s)-of-way permit. (Sec 22-234) (ROW)

Create a Planning – Right of Way (ROW) Permit application in [Accela](#)

- Enter detail work description, number of banner(s) and street location(s)
- Upload in the permit record for review:
  - Certificate of Insurance ([Accord](#))
  - Site plan – map indicating proposed banner location(s) from approved list ([Sec 22-235a](#))
  - Maintenance of Traffic (MOT) plan(s)
  - Banner artwork
  - Banner dimensions

Only one (1) permit may be issued per street location. (Ex: Tampa St (Tyler St to Whiting St))

### In-Door/ Outdoor Pyrotechnics Display Permits (Fire Marshal's Office)

The use of pyrotechnics of any type shall require a special use permit from the [Fire Marshal's Office](#). The following information/documents must be submitted each time that a permit is requested.

- A completed [application](#) from the Fire Marshal's office.
- An insurance certificate on the [Accord](#) form with the appropriate coverage and including the statement, "The City of Tampa is named as an Additional Insure as respect to the General Liability insurance coverages as required by written contract".
- A copy of your company's license to store, transport and shoot. ATF license may list this information.
- Name of the lead tech/operator in charge of this event including a contact number.
- A copy of the lead operator's pyro certification/license. It can be from any state in the U.S.
- Certification/license must be applicable to the event – NFPA 1123, 1126, 160 or a combination thereof.
- A copy of the operator's driver license and a current resume.

- A list of all assistants and a current picture ID.
- A stage/site plan showing product placement and extinguisher(s) placement. Height limits for indoor displays, contact the fire watch coordinator for additional information.
- Product list: type, quantity, manufacturer, and a MSDS for each product.
- Flame retardant certs for drapes or props to be used in the show.
- Sparkular Units to be used only under the direction of the lead operator. Contact the fire watch coordinator for additional requirements.
- If shooting indoors a demo will be required day of show.
- If loading on a barge, provide location (address) and approximate time you will be ready for inspection. Inspection must occur prior to leaving the dock.
- You will need to contact the US Coast Guard and TPD Marine Division if shooting on or near the water. Depending on what you are shooting, you may also need to contact the FAA.
- If the loading site for the barge is outside Tampa Fire Jurisdiction, a minimum 3 hr. overtime fee will be charged for the inspector to travel to the site. Barges cannot be loaded in a public place, boat ramp, park, etc.
- Fire watch will be required. Minimum 2 inspectors for outdoor and 1 inspector for indoor displays with a 4 hr. minimum for each inspector.

### Non-motorized vehicle permit (ROW)

Create a Planning - Right of Way permit application in [Accela](#)

- Enter detail work description of the staging area(s) and the locations of the stops along the proposed route or within a defined area ([Sec 25-62](#))
- Upload to the permit record for review:
  - Completed [Non-motorized vehicle application](#).
  - Certificate of Insurance
  - Site plan with proposed route and stops
  - Maintenance of Traffic (MOT) plan

### Food Truck Vendor (Fire Marshal's Office)

***Food truck vendors must supply the following documentation in order to participate in events. Documents must be readily available at all times:***

- A completed [application](#) from the [Fire Marshal's Office](#).
- Proof of General and Automotive Liability with a policy number (no binders) that shows an expiration date that has not yet occurred.
- A copy of the truck's State of Florida, Department of Business Regulations, Division of Hotels and Restaurants license. (Must be current).
- A copy of the truck's Business Tax documentation. This may be from any City or County within the State of Florida. (Must be current).
- A copy of the truck owners Food Safety/Professional Manager Certification from the State of Florida.

- Approval from Land Development and Zoning (see Zoning requirements below) if the truck plans to operate on private property during a City approved Special Event and the private property from which they will operate is immediately adjacent to the defined Special Event site.
- If using for cooking, a commercial hood is required along with a fire suppression system.
- If cooking or using a heat source, must provide 2A-10BC, tagged, extinguisher.
- If cooking produces grease laden vapors, must provide tagged and serviced Class K extinguisher.

Food trucks are subjected to a safety inspection from the Fire Marshal's office at any time during their operation. Trucks must be able to show current inspection and licensing from the State of Florida, Department of Business Regulations, Division of Hotels and Restaurants and proof of an association to an approved Commissary.

### Food Truck Vendor (Zoning)

Vendors that are located on public right-of-way and are authorized by an event sponsor shall be reviewed by the [Office of Special Events](#) and must comply with the regulations in [Chapter 28](#). Vendors that are located on private property are subject to the following provisions:

- Only One (1) vendor per zoning lot
- For vendors allowed on **private property** only, property owner must sign and notarize application indicating that the vendor has permission to vend on that site.
- Placement of the vendor on the property shall not interfere with required parking, loading and unloading spaces, or the vehicular access to those spaces for the principal use.
- NOT allowed on residential property
- Create a Planning – Special Use 1 - Temp Vendor application in [Accela](#)

### Temporary Cooking under Tents (Fire Marshal's Office)

- Any cooking under a tent may require a permit from the [Fire Marshal's Office](#)
- If cooking or using a heat source, must provide 2A-10BC, tagged and serviced, extinguisher.
- If cooking produces grease laden vapors, must provide tagged and serviced Class K extinguisher.
- Propane tanks must be secured to prevent falling over
- Propane must be 5 feet from any heat source or tent.
- No exchanging of tanks during the event.
- Cooking equipment cannot be used within 10' of a structure.
- The AHJ shall be authorized to require any fire to be immediately discontinued if the fire is determined to constitute a hazardous condition.



## Temporary street closures (Sec 25-50) (ROW)

Create a Planning - Right of Way permit application in [Accela](#)

- Enter detail work description and the intended street(s) to be closed
- Upload to the permit record for review:
  - Certificate of Insurance
  - Site Plan indicating all temporary structure(s)/item(s) placed in the Right of Way (must include Fire Lane location)
  - Maintenance of Traffic (MOT) Plan

## Temporary Structures (mobile stages, special amusement buildings, free-standing platforms, stages or bleachers) (CSD)

For temporary structures that exceed 1000 Square Feet (SF) and/or have a 30" height or more. Permit application shall be submitted ten (10) business days before the event.

Create and application in [Accela](#) and submit the following documents:

### Site Plan

A scaled diagram of the site for each structure that includes:

- Location of all structures on the site and all other equipment including portable restrooms, generators etc.
- Accessible route details and accessible restroom locations to be shown
- Dimensions of all fire access lanes
- Show surrounding Fire Hydrants
- All points of the building exterior must be within 150' of fire truck access

Temporary Structure shall have exterior routes for pedestrian traffic so that personnel being evacuated from the building may have safe routes.

### Floor Plan

A scaled floor plans for each level showing:

- Florida licensed engineer or architect, signed and sealed plans.
- Live and dead loads to be indicated on drawings.
- Details on the structure indicating tie-downs and manufacturer's installation instructions.
- Wind loads indicated in Florida Building Code for membrane structures.
- Floor plan w/ seating (furniture layout) must be shown on the plan
- Occupant type listed and occupant load posted on drawings, (based on 7 SF per person)
- Provide egress plan, Life/Safety plan (scaled)
- Aisles between tables/seating shall comply with NFPA 101, 12.2.5.5 and 12.2.5.6
- Verify type of flooring to be used
- Show disabled chair location in the assembly areas
- Provide certification of flame spread for all interior finishes in compliance with NFPA 101, 10.2
- If structure will be enclosed provide location of all doors on the plan. A door must be within 50' of fire truck access

- Dimensions of egress elements. Exit Location with exit width calculations
- Portable fire extinguishers must be provided and must comply with NFPA10
- Locate exit signs – in enclosed temporary structures, exit signs are required to be illuminated
- No Smoking signs
- Emergency lights must be provided
- Show Generator location(s)
- Are you using ballast or pins?
  - If pins - how long, how large and how many pins per point connection
  - If ballast - please provide weight per location

### Stage Design

- Load calculation (show exits, stairs, etc.)
- Wire location (provide accessibility over wires)
- Wind Management Plan (will forward a sample sometime today, waiting on a copy of it)

### Temporary Structures in ROW (Dumpster, trailer, PDOS, podium(s), sign(s), tent(s), port-o-let(s), etc) (ROW)

Create a Planning - Right of Way permit application in [Accela](#)

- Enter detail work description and the intended street(s) to be closed
- Upload to the permit record for review:
  - Certificate of Insurance
  - Site Plan indicating all temporary structure(s)/item(s) placed in the Right of Way (must include Fire Lane location)
  - Maintenance of Traffic (MOT) Plan

### Tents (Fire Marshal's Office / CSD)

#### Tents 900 Square Feet (SF) or larger

- A completed [application](#) from the [Fire Marshal's office](#).
- Must provide appropriate number of 2A-10BC, tagged and serviced extinguishers for the square footage.
- If open to the public, Exit and Emergency Lighting may be required depending on size of tent.
- Must provide Flame Retardant Certification for each tent.
- Temporary cooking under tent; include with application:
  - If cooking produces grease laden vapors, must provide tagged and serviced Class K extinguisher
  - Minimum 2' of separation between tents and 10 feet from closest structure
  - If cooking or using a heat source, must provide 2A-10BC, tagged and serviced, extinguisher.
  - Propane tanks must be secured to prevent falling over
  - Propane tanks must be 5 feet from any heat source or tent.
  - No exchanging of tanks during the event.
  - Cooking equipment cannot be used within 10' of a structure that is not a 1 or 2 family dwelling.
  - The AHJ shall be authorized to require any fire to be immediately discontinued if the fire is determined to constitute a hazardous condition.



### Tents 10x10 and smaller

- Cannot be tied together.
- If tents are tied together then a tent permit and flame retardant certification will be required for tents tied together that exceed 900 Sq. feet
- Minimum 2' of separation between tents and 10 feet from closest structure
- If Cooking produces grease laden vapors must provide tagged and serviced Class K extinguisher.
- If cooking or using and heat source must provide 2A-10BC, tagged and serviced, extinguisher.
- If cooking under a tent, you must provide flame certification for that tent.
- Propane must be 5 feet from any heat source or tent.
- If cooking produces grease laden vapors, must provide tagged and serviced Class K extinguisher.

### Tents 5000 Square Feet (SF) or larger (individual or aggregate)(CSD)

Create and application in [Accela](#) and upload the following documents:

#### Site Plan

A scaled diagram of the site for each tent that includes:

- Location of all tents on the site and all other equipment including portable restrooms, generators etc.
- Accessible route details and accessible restroom locations to be shown
- Dimensions of all fire access lanes
- Show surrounding Fire Hydrants
- All points of the building exterior must be within 150' of fire truck access

Tent(s) shall have exterior routes for pedestrian traffic so that personnel being evacuated from the building may have safe routes.

#### Floor Plan

A scaled floor plans for each level showing:

- Florida licensed engineer or architect, signed and sealed plans.
- Live and dead loads to be indicated on drawings.
- Details on the tent indicating tie-downs and manufacturer's installation instructions.
- Wind loads indicated in Florida Building Code for membrane structures.
- Floor plan w/ seating (furniture layout) must be shown on the plan
- Occupant type listed and occupant load posted on drawings, (based on 7 sq ft per person)
- Provide egress plan, Life/Safety plan (scaled)
- Aisles between tables/seating shall comply with NFPA 101, 12.2.5.5 and 12.2.5.6
- Verify type of flooring to be used
- Show disabled chair location in the assembly areas
- Provide certification of flame spread for all interior finishes in compliance with NFPA 101, 10.2
- If structure will be enclosed provide location of all doors on the plan. A door must be within 50' of fire truck access
- Dimensions of egress elements. Exit Location with exit width calculations
- Portable fire extinguishers must be provided and must comply with NFPA 101
- Locate exit signs – in enclosed tent structures, exit signs are required to be illuminated

- No Smoking signs
- Emergency lights must be provided
- Show Generator location(s)
- Are you using ballast or pins?
  - If pins - how long, how large and how many pins per point connection
  - If ballast - please provide weight per location

## Valet Operator Permit (ROW)

Create a Planning – Right of Way permit application in [Accela](#)

- Enter detail work description of the staging area(s) and the proposed route
- Upload to the permit record for review:
  - Complete a [Valet application](#)
  - Detailed staging/storage/travel and parking diagram
  - Circulation plan must include travel times to & from storage lot & address for each storage lot including the number of authorized parking spaces in each lot
  - Hold Harmless, Maintenance and Indemnification Agreement
  - Reserved on Street Parking Spaces - Submit copy of receipt from Parking and parking spaces/meter numbers must be included in the application description
  - Authorization letter on letterhead from property owner of the parking garage/lot with address of the garage/lot giving permission for the valet company to utilize a certain number of spaces.
  - Certificate of Insurance
  - Drawings / Photograph of signage and stand
  - Sample valet tag
  - Copy of Business tax receipt

## ADMINISTRATION INFORMATION

### Insurance Certificate Requirements

The applicant is required to obtain and maintain, during all period of time during which the banners shall be permitted to be maintained in, on or within the public right(s)-of-way of the city, public liability and property damage insurance:

- naming the City of Tampa as certificate holder and as an additional insured in the minimum amount of one million dollars (\$1,000,000.00) per occurrence covering bodily injury and property damage resulting from or related to the installation and maintenance of the banners;
- meeting such other criteria as may be established by the city's risk management department

**Note:** Insured Name needs to be the same as permit applicant.

ACORD		TM		CERTIFICATE OF LIABILITY INSURANCE		August 1, 2008	
<b>PRODUCER</b> ABC Insurance Agency 1234 Insurance Street Tampa, FL 33602 555-555-1212				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
<b>INSURED</b> ABC Contractor 9873 Contractor Street Tampa, FL 33606				<b>COMPANIES AFFORDING COVERAGE</b>			
				COMPANY A	A.M. Best B+ VII or Better Insurance Carrier		
				COMPANY B	A.M. Best B+ VII or Better Insurance Carrier		
				COMPANY C	A.M. Best B+ VII or Better Insurance Carrier		
				COMPANY D	A.M. Best B+ VII or Better Insurance Carrier		
<b>COVERAGES</b> THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENTS, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
CO. LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
A	<b>GENERAL LIABILITY</b>	123456789	01/01/08	01/01/09	GENERAL AGGREGATE \$ 2,000,000		
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG \$ 1,000,000		
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY \$ 1,000,000		
	<input type="checkbox"/> OWNER'S & CONTRACTORS PROFIT				EACH OCCURRENCE \$ 1,000,000		
	<input checked="" type="checkbox"/> For Project Age				FIRE DAMAGE (Any one Fire) \$ 100,000		
					MED/EXP (Any one person) \$ 5,000		
<b>AUTOMOBILE LIABILITY</b>					COMBINED SINGLE LIMIT		
<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per Person)		
<input type="checkbox"/> ALL OWNED AUTOS					BODILY INJURY (Per Accident)		
<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE		
<input type="checkbox"/> HIRED AUTOS							
<input type="checkbox"/> NON-OWNED AUTOS							
<b>GARAGE LIABILITY</b>					AUTO ONLY-EA ACCIDENT		
<input type="checkbox"/> ANY AUTO					OTHER THAN AUTO ONLY:		
					EACH ACCIDENT		
					AGGREGATE		
<b>EXCESS LIABILITY</b>					EACH OCCURRENCE		
<input type="checkbox"/> UMBRELLA FORM					AGGREGATE		
<input type="checkbox"/> OTHER THAN UMBRELLA FORM							
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>					Retention: X <input type="checkbox"/> 100% <input type="checkbox"/> 100% <input type="checkbox"/> 100%		
<input type="checkbox"/> THE PROPRIETOR/ PARTNER/EXECUTIVE OFFICERS ARE:					EL EACH ACCIDENT		
<input type="checkbox"/> INCL					EL DISEASE-POLICY LIMIT		
<input type="checkbox"/> EXCL					EL DISEASE-EA EMPLOYEE		
<b>The City of Tampa is named as an Additional Insured as respect to the General Liability insurance coverages as required by written contract.</b>							
<b>DESIGNATED HOLDER</b> City of Tampa Planning Division/Transportation Planning 1400 North Boulevard, 3rd floor Tampa, FL 33607				<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OF LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.			
ACORD 25-S (1/85)				<b>JOSEPH SAMPLE</b>			



## PERMIT CONTACT INFORMATION

### Construction Services Division (CSD) Contact Information

Contact	Title	Phone	Email
Vacant	Client Facilitator	(813) 274-3100	<a href="mailto:CSDhelp@tampagov.net">CSDhelp@tampagov.net</a>
Kathy Asony	Lead Plan Reviewer	(813) 274-3114	<a href="mailto:Kathy.asony@tampagov.net">Kathy.asony@tampagov.net</a>
Melisa J. Martinez	Development Services Coordinator	(813) 274-3193	<a href="mailto:CSDLSP@tampagov.net">CSDLSP@tampagov.net</a>

### Fire Marshal's Office Contact Information

Contact	Title	Phone	Email
Gabrielle Williams	Permit Coordinator	(813) 274-7003	<a href="mailto:Gabrielle.Williams@tampagov.net">Gabrielle.Williams@tampagov.net</a>
Scott Acker	Fire Watch Coordinator	(813) 310-0737	<a href="mailto:Scott.Acker@tampagov.net">Scott.Acker@tampagov.net</a>
William Mann	Supervisor Existing Inspectors	(813) 310-0260	<a href="mailto:William.Mann@tampagov.net">William.Mann@tampagov.net</a>
Michael Zurla	Supervisor Investigators	(813) 310-4758	<a href="mailto:Michael.Zurla@tampagov.net">Michael.Zurla@tampagov.net</a>
Jay Traina	Supervisor New Construction Inspectors	(813) 294-1854	<a href="mailto:Jay.Traina@tampagov.net">Jay.Traina@tampagov.net</a>
John Reed	Fire Marshal	(813) 274-7134	<a href="mailto:John.Reed@tampagov.net">John.Reed@tampagov.net</a>

### Office of Special Events

Contact	Title	Phone	Email
Tony Mulkey	Special Events Superintendent	(813) 274-7723	<a href="mailto:tony.mulkey@tampagov.net">tony.mulkey@tampagov.net</a>

### Right of Way Management Section Contact Information

Contact	Title	Phone	Email
Patrick Cates	Planning Permit Tech 1	(813) 274-7482	<a href="mailto:Patrick.cates@tampagov.net">Patrick.cates@tampagov.net</a>
Jovan Gosa	Planning Permit Tech 1	(813) 274-8755	<a href="mailto:Jovan.gosa@tampagov.net">Jovan.gosa@tampagov.net</a>
Debbie Herrington	Transp. Prof. Engineer	(813) 274-8330	<a href="mailto:debbie.herrington@tampago.net">debbie.herrington@tampago.net</a>

### Zoning Department Contact Information

Contact	Title	Phone	Email
Laura Marley	Zoning Coordinator	(813) 274-7742	<a href="mailto:Laura.marley@tampagov.net">Laura.marley@tampagov.net</a>
Eric Cotton	Development Coord. Manager	(813) 274-7510	<a href="mailto:Eric.cotton@tampagov.net">Eric.cotton@tampagov.net</a>



## PERMIT FEES

### Construction Services Division Permit Fees

Activity	Cost
Commercial / Miscellaneous / Canopy (free standing or attached) permit application fee	\$ 50.00
40% - due at Application Acceptance	\$278.98
60% - due at Permit Issuance	\$418.47

### Fire Marshal's Office Permit Fees

Activity	Cost
Temporary Assembly Permit (Live music series, parade, walk a thon, Haunted house, etc.)	\$70
Exhibition (Convention Center, Hotel/Motel)	\$70
Tent (Anything 900 sq. feet or higher)	\$60 for first tent, \$40 any additional tents
Tents (if cooking under any size)	\$60 for first tent, \$40 any additional tents
Retail Sale Sparklers	\$100
Retail Sales Sparklers/Wholesale Fireworks (In a Building)	\$300
Retail Sale Sparklers & Wholesale Fireworks (In a Tent)	\$360
Open Flame-Candles/Event	\$70 (may require Firewatch/3 hr. min)
Open Burn (Bonfires, Campfires, Open Burning)	\$70 (may require Firewatch/3 hr. min)
Indoor / Outdoor Pyrotechnics	\$200 (will require Firewatch/4 hr. min)
Blasting Permit	\$150
Parade Blank Firing of Weapons	Done at TPD
Fire Watch Rate	<ul style="list-style-type: none"> <li>\$38.27 per hour with a 3 hour minimum. Indoor or outdoor pyrotechnics have a 4 hour minimum. Outdoor pyro requires 2 persons.</li> <li>Holiday Fire Watch rate is \$57.41 per hour with minimum hours required.</li> <li>Emergency Fire Watch (no notice-emergencies) rate is \$57.41 per hour.</li> <li>Fire Watch is billed post event for accuracy.</li> </ul>



## Right of Way Management Section Permit Fees

Activity	Cost
Application Fee	\$ 50.00
Sidewalk closure for (maintenance, replacement or safety issues)	\$ 50.00 per sidewalk
Lane Closure Fee (Roadway not an arterial or collector)	\$0
Lane Closure Fee (For arterial or collector)	\$150.00 per lane
Queuing Lines	\$ 150.00
Non Motorized Vehicles (First Permit)	\$ 300.00
Non Motorized Vehicles (Additional Permit)	\$ 100.00
Banners	\$ 5.00 per banner
Temporary Structure in ROW (Dumpster, Trailer, PODS, podium(s), sign(s), tent(s), port-o-let(s), etc)	\$ 100.00 per structure
Special Event Parking Lot	\$ 300.00
Permit Extension	\$ 50.00

## Zoning Department Permit Fees

Activity	Cost
Temporary Special Event	\$55.50
Temporary Alcohol Permit <i>(if submitted less than five days prior to the event \$83.00)</i>	\$27.50
Both Applications <i>(additional fees will apply if not submitted in timely manner)</i>	\$83.00
Food Vendor Permit	\$ 27.50

## PERMIT SUBMITTAL SAMPLES

### CONSTRUCTION SERVICES

Below are instructions for submitting a permit application in Accela for:

#### Tent and/or Temporary Structure Permit

1. Login to your [Accela](#) account
2. Select NEW / Building Application
3. Permit Type: Commercial Permit Miscellaneous
4. Occupancy Type: General
5. Permit Category: General

**Building Permit**

- Planning Application
- Utility Application
- Code Enforcement / Rental Certificates

**Select a Record Type**

Notice: Please check the Plat, Survey, Title Policy and all other documentation relating to your property prior to design and construction with individual private deed restrictions and covenants during permit review. The issuance of a building permit by the City of Tampa and City of Tampa and Florida building code. The issuance of a building permit DOES NOT insure compliance with the City of Tampa and City of Tampa and Florida building code.

Choose one of the following available record types. For more information on Building record type:

**BUILDING RECORDS**

- Add Contact to a Building Record
- Add Contractor License To a Record
- Building Plan Revision
- Commercial Annual Facility Permit
- Commercial Building Alterations (Renovations)
- Commercial Building Trade Permit
- Commercial Burglar Alarm/Alarm Components
- Commercial Demolition Permit
- Commercial Electrical Trade Permit
- Commercial Fire Trade Permit
- Commercial Mechanical Trade Permit
- Commercial Miscellaneous Permit

**Temporary Structure (tent, stage, etc.)**

**GENERAL PROJECT INFORMATION**

\* Review Type: Standard Plan Review

Construction Type: --Select--

**MISC PROJECT INFORMATION**

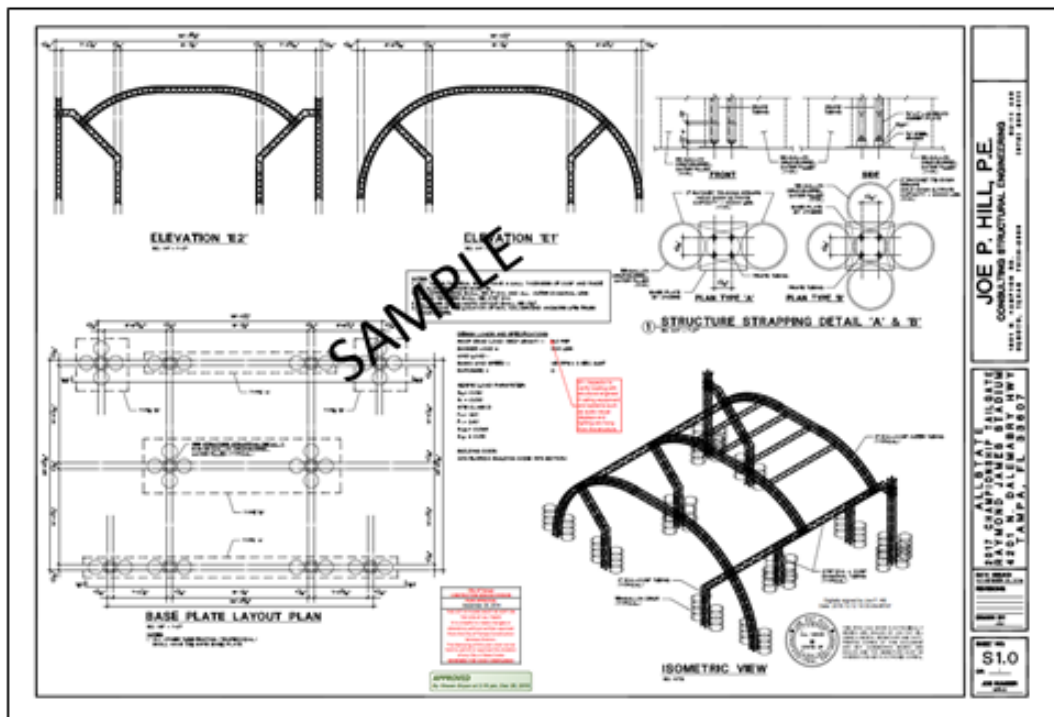
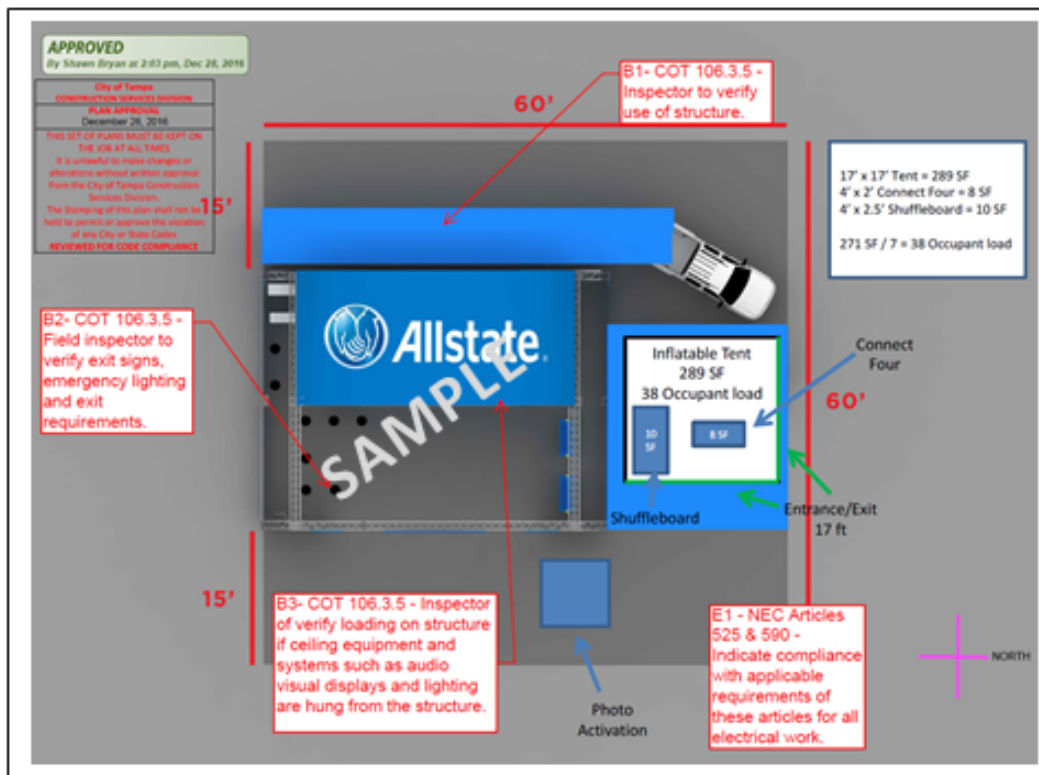
\* Permit Category: General

\* Permit Type: Miscellaneous Project

Total Square Feet of Building Area



## Sample Temporary Structure plan layout





[illegible]

## RIGHT OF WAY MANAGEMENT

Below are instructions for submitting a Right of Way (ROW) permit application in [Accela](#):  
(Account require to create a permit application)

The screenshot shows the City of Tampa Accela portal. The 'New' dropdown menu is open, showing options: Building Permit, Planning Application, Utility Application, and Code Enforcement / Re. The 'Planning Applications' list includes various permit types, with 'Right of Way Permit Standard' highlighted. A legend on the right lists five types of ROW permits: (1) Banner Permit, (2) Temp Street Closure Permit, (3) Non-Motorist Vehicle Permit, (4) Valet Permit, and (5) Temporary Structure on ROW.

**City of Tampa**

Home Search New Request Help Return to Tampagov.net

Building Permit

Planning Application

Utility Application

Code Enforcement / Re

▼ PLANNING APPLICATIONS

- AB Special Use 1 - Standard
- AB Special Use 1 - Temp (Private) Property
- AB Special Use 2
- Advisory Opinion
- Annexation
- Annual - Vendor
- Annual Report
- Architectural Review Commission - Certificate of Appropriateness
- Barrio Latino Commission - Certificate of Appropriateness
- Binding Letter Review
- Business Permits
- CDD Review
- Certification Letter
- Change of Address
- City Department Work Start Notice
- Clearance Letter Review
- Design District Review
- Design Exception 1
- Design Exception 2
- Design Exception Transportation
- Essentially Built-Out Agreement
- Final Plat
- Formal Decision
- General Land Use
- Infrastructure Construction
- Methodology Review
- Model Home - Sales Center
- Notice of Proposed Change (NOPC)
- PD-A Incremental Review
- Pre-Application Consultation Planning
- Preliminary Plat
- Release of Easement
- Rezoning
- Right of Way Annual Pass Thru Provider Registration
- Right of Way Annual Telecommunications Provider Registration
- Right of Way Annual Utility Work Start Notice
- Right of Way Permit Standard
- ROW Encroachment
- ROW Vacating
- Sidewalk Cafe
- Signoff (ALF, Daycare, HUD)
- Special Use 1 - General
- Special Use 1 - Temp Vendor
- Special Use 2
- Special Use Substantial Change
- Substantial Change - Site Plan Zoning
- Substantial Change - Special Use
- Temp Special Event
- Variance Review Board

▶ ADD A CONTACT

Continue Application »

(1) Banner Permit

(2) Temp Street Closure Permit

(3) Non-Motorist Vehicle Permit

(4) Valet Permit

(5) Temporary Structure on ROW

## Banner Permit Application Process

1. Login to your [Accela](#) account
2. Select NEW + / Planning Application
3. Select Right of Way Permit Standard
4. Complete Work Activity Detail table by selecting “Add a Row” – Type of Work: Banner
5. Under “Detail Description” please include banner quantities, date and time banner is to be installed and removed.

**Right of Way Permit Standard**

1 Required Information    2 Review    3 Pay Fees    4 Submission Complete

**Step 1 : Required Information**    > Application Detail

You must add a row to the Table below, for each road segment where work will be performed. Click “Add Row” for each road segment to be worked in/on and fill in ALL specific information in that Row. If “Yes” to Digging/Excavation, then you MUST complete the Width/Length/Depth fields below. \* indicates a required field.

**Work Location and Schedule**

**WORK ACTIVITY DETAIL**

Showing 0-0 of 0

Type of Work	Quantity of Work Type	Does this permit involve any digging/excavating?	Work performed on (Street Name)	Nearest Intersecting Street (Name)	And Other Nearest Intersecting Street (Street Name)	Street(s) or Lane Closure(s) Required?	Sidewalk Closure?	Continuous or Daily MOT Setup?	Requested Start Date	Requested Start Time	Start AM/PM	Requested End Date
No records found.												

<    Add a Row    Edit Selected    Delete Selected    >

**Detail Information**

\* Detailed Description:

**WORK ACTIVITY DETAIL**

\* Type of Work: --Select--

Quantity of Work Type:

\* Does this permit involve any digging/excavating?:  
☐ Yes ☐ No

\* Work performed on (Street Name):

Nearest Intersecting Street (Name):

And Other Nearest Intersecting Street (Street Name):

\* Street(s) or Lane Closure(s) Required?:  
☐ Yes ☐ No

Sidewalk Closure?:  
☐ Yes ☐ No

Continuous or Daily MOT Setup?: --Select--

\* Requested Start Date:

\* Requested Start Time: --Select--

\* Start AM/PM: --Select--

\* Requested End Date:

\* Requested End Time: --Select--

\* End AM/PM: --Select--

Excavation Widest Width:

Excavation Longest Length:

Excavation Deepest Depth:

Widest Width Unit of Measurement: feet

Longest Length Unit of Measurement: feet

Deepest Depth Unit of Measurement: feet

Distance from Curb/Edge of Pavement:

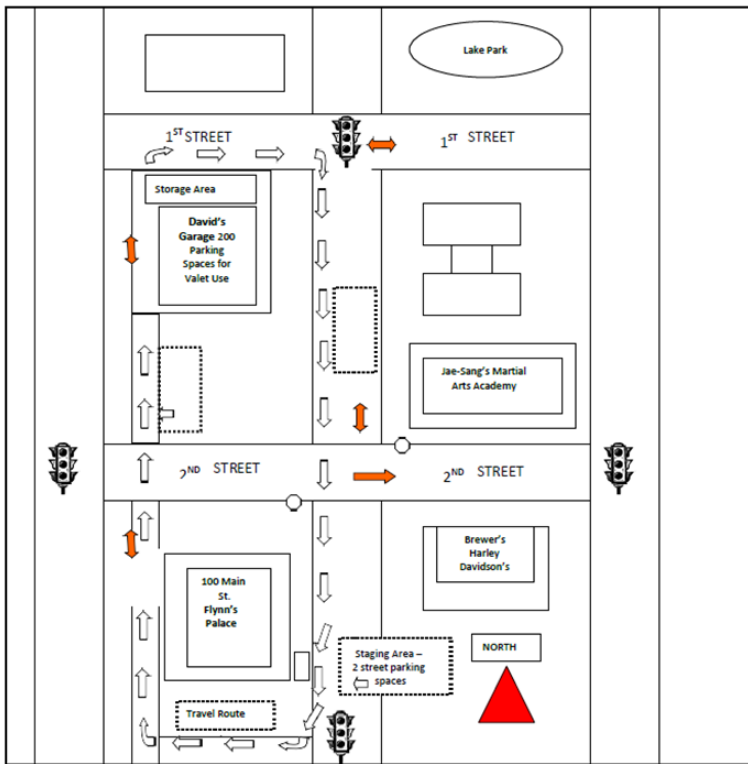
Distance Unit of Measurement: feet

**Submit**    **Cancel**



## Sample ROW Plans:

EXAMPLE OF VALET PARKING PLAN SHOWING STAGING AREA, STORAGE AREA AND TRAVEL ROUTE



Maintenance of Traffic (MOT) Plan sample





## ZONING DEPARTMENT

Prior to submittal of an application, it is recommended that the applicant schedule a complimentary conference with a staff member from the Land Development Coordination Division. You are encouraged to submit your application at least 14 business days prior to the event so that proper review can be completed and your permit issued. These are requirements for private properties only. For City owned properties, please consult with the Office of Special Events (OSE) at (813) 274-8019.

Below are instructions for submitting a permit application in [Accela](#) for:

### AB Special Use 1 – Temp (private) property = Alcohol and Beverage Temporary (ABT)

The screenshot shows the City of Tampa Accela portal. The 'New' dropdown menu is open, showing options: Building Permit, Planning Application (selected), Utility Application, and Code Enforcement / Rental Certificates. Below this, under 'Select a Record Type', there is a list of record types. The 'PLANNING APPLICATIONS' section is expanded, and 'AB Special Use 1 - Temp (Private) Property' is highlighted with a red arrow.

### Temporary Special Event

The screenshot shows a list of record types in the Accela portal. The 'Temp Special Event' option is highlighted with a red arrow. Below the list, there is a 'Continue Application' button.

**HYDE PARK VILLAGE  
ENCHANTED TREE LIGHTING  
SATURDAY, NOVEMBER 19, 2016  
5PM-9PM**

**Hyde Park Village  
Enchanted Tree Lighting**

**Saturday,  
November 19, 2016**

**5 to 9 PM**

**Key:**

- = Christmas tree/ Menorah
- = Barricades/road closure WET ZONE
- ⊘ = No Alcohol Beyond This Point
- ▨ = City Vehicles
- G = Fencing
- G = Generator
- 👑 = Princesses
- = HPV Table
- T = HPV Tent
- = Volunteers
- ★ = ATM
- = Stage/Large Tent/Lights

**1. Hot Mess Truck**  
**2. Maggie on the Move Truck**  
**3. BLANK**  
**4. In The Middle Food Truck**  
**5. Paul's Hot Dogs**  
**6. Disco Donuts**  
**7. Sprinkles Cupcakes**  
**8. JLT Cocktail**  
**9. JLT Cookbook**  
**10. Hypno Pops**  
**11. JAZZ BAND**  
**12. Kettle Corn**  
**13. PBK**  
**14. Santa Claus**

**1. Beer Truck #1**  
**2. Beer Truck #2**  
**3. Beer Truck #3**

**TABLE / TENT COUNT**  
**(3) 8' tables – Street Laced**

- Portable Restrooms
- ID Check (1 – tent/ 1 – 6ft table/ 3 chairs)
- JLT Table (1 – tent/ 1 – 6ft table/ 2 chairs)
- Tree Lighting Photo Op
- Tampa Bay Times
- Salt Pines
- Craving Donuts
- Buddy Brew Coffee
- Just Smokin BBQ
- Jimmie's Food Truck (sliders)
- Wicked Witches Food Truck
- Kid DJ
- Vineyard Vines
- The Twisted Trucks
- The Twisted Trucks
- I Wanna Wok
- Simply Squeezed Lemonade
- Cotton Candy Palace
- Face Painting
- Mr. Tommy's Band
- Tampa Bay Lighting
- Balloon Animals
- Bangin' Bungee

**GMF Invasion Day Party**  
January 25, 2020 - noon to 8pm  
335 Bayshore Blvd  
Estimated Attendees 800

**NOTES**

**TENTS**  
All tents are 10'x10'  
unless otherwise noted

**RESTROOMS**  
8 luxury Restrooms  
3 Portable Stalls  
1 ADA accessible Stall  
2 Handwash Sinks

## SAMPLE FORMS (Fire Marshal's Office)

**Fire Watch Request Form**

<b>FIRE WATCH REQUEST</b>	
Your Name: _____	Phone: _____
Name of Event: _____	Today's Date: _____
Hours of Event: _____	Date of Event: _____
<b>FIRE WATCH HOURS BEGIN ONE HOUR PRIOR TO THE START OF YOUR EVENT</b>	
Alcohol to be served: <input type="checkbox"/> Yes <input type="checkbox"/> No	Tents to be used: <input type="checkbox"/> Yes <input type="checkbox"/> No
Tent Company/Supervisor: _____	Cell: _____
Event Location: _____	
City/State/Zip: _____	
Sponsoring organization or individual: _____	
Party responsible for charges: _____	
Billing address: _____	
City/State/Zip: _____	
Daytime Phone: _____	Fax: _____
Email address: _____	Cell: _____
<b>NOT ALL EVENTS REQUIRE FIRE WATCH. YOU WILL BE ADVISED IF YOUR EVENT MUST COMPLY WITH THIS SERVICE</b>	
<b>FIRE WATCH RATES:</b> <ul style="list-style-type: none"> <li>Fire Watch standard fee is \$38.27 per hour with a 3 hour minimum.</li> <li>Indoor or outdoor pyrotechnics have a 4 hour minimum. Outdoor pyro requires 2 persons.</li> <li>Holiday Fire Watch rate is \$57.41 per hour with minimum hours required.</li> <li>Emergency Fire Watch (no notice-emergencies) rate is \$57.41 per hour.</li> <li>Fire Watch is billed post event for accuracy.</li> </ul>	
<b>MAIL REQUEST AND PAYMENT TO:</b> Tampa Fire Rescue Attn: Permits 808 E. Zack Street Tampa, FL 33602	<b>FAX: (813) 274-7144</b> Office: 3402 W. Columbus Drive Columbus Municipal Office Building Tampa, FL 33607

**Fire Permit Prevention Request Form****FIRE PREVENTION PERMIT REQUEST**

(\*This form needs to be filled out in its entirety.)

Today's Date: \_\_\_\_\_

(A) Type of Permit Requested: \_\_\_\_\_

Example: Tent, Temporary Assembly, Exhibition, Open Flame, Open Burn, Pyrotechnics)

(B) Will Food Trucks participate in your event? ☐ Yes ☐ No(C) Will Alcohol be served at this event? ☐ Yes ☐ NoNOTE: Alcoholic beverages require a Temporary Wet Zoning Permit and Fire Watch

1. Event Date: \_\_\_\_\_ Event time frame: \_\_\_\_\_

2. Type of event: \_\_\_\_\_ Number of guests: \_\_\_\_\_  
(Picnic, party, sale, parade, etc.)

3. Event name: \_\_\_\_\_

4. Event address: \_\_\_\_\_  
Please include physical address)

5. City/State/Zip: \_\_\_\_\_

6. Total number of tents: \_\_\_\_\_

7. Tent size(s): \_\_\_\_\_ Set-up: \_\_\_\_\_ Take down: \_\_\_\_\_  
(only tents larger than 10 x 10)

8. Tent Company/Supervisor: \_\_\_\_\_ Cell: \_\_\_\_\_

9. Your name: \_\_\_\_\_

10. Party responsible for charges: \_\_\_\_\_

11. Billing address: \_\_\_\_\_

12. City/State/Zip: \_\_\_\_\_

13. Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

14. Email address: \_\_\_\_\_ Cell: \_\_\_\_\_

**PAYMENT FOR PERMITS:**

- Fees will be invoiced
- Payment may be required in advance for new vendors.
- OUTSTANDING FEES MAY BE SUBJECT TO PERMIT BEING DENIED.

\*Email Permit Request to: [TampaFireMarshalPermits@Tampagov.net](mailto:TampaFireMarshalPermits@Tampagov.net)

Fire Marshal's Office: Columbus Municipal Office Building, 3402 W. Columbus Drive, Tampa, FL 33607

Revised: 2/10/17



**Baton Twirler & Fire Baton****CITY OF TAMPA**

Jane Castor, Mayor

Tampa Fire Rescue  
A.N. Locicero, Fire ChiefFire Prevention Bureau  
John Reed, Fire Marshal

May 26, 2020

**Baton Twirler Procedures and Fire Batons**  
**Per NFPA 160, Chapter 7 & 8**

The Following safety procedures will be followed when using Fire Batons during Special events, I also urge all involved to read the NFPA 160 requirements, since this is what the Tampa Fire Marshal's Office will enforce per The City of Tampa Charter. Please pay special attention to the areas that state "acceptable and approved by the authority having jurisdiction".

- Storage and Transportation of fuels will be kept separated from flame sources (lighters, matches, etc.) at all times.
- An open Flame permit will be applied for through the Fire Marshal's Office at a cost of \$70.00.
- A Firebox must be used to extinguish baton(s).
- A Fire Blanket is **required** for each Baton Twirler.
- When multiple twirlers are using fire batons, each twirler must have their own firebox.
- Each firebox must have its own extinguisher, and be positioned nearby during the performance.
- Fire Batons that have been placed into the Firebox to be extinguished must remain in box for a minimum of 20 seconds. Once the Firebox has been closed, no subsequent Fire Batons may be added to the Fire Box.
- It is **strongly urged and recommended** that only one fuel be used for the performance which is Coleman Camp Fluid. The mixture of the camp fluid and gasoline **can** be very volatile and dangerous.
- The performer must be at least 21 years of age per NFPA 160, 8.4

3402 Columbus Dr. W. • Tampa, Florida 33607 • (813) 274-7000 • FAX: (813) 274-7144

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