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MAJOR EVENTS CENTRALIZED PERMITTING GUIDE

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CONSTRUCTION SERVICES DIVISION (CSD)

Permits application & submittal requirements for Temporary Structures

Construction Services guidelines for Temporary Structures apply to installations on **PRIVATE PROPERTY ONLY**

- Special Events **located on public property** (City parks, public rights-of-way, or local roads) are coordinated through the Office of Special Events (OSE). (See page 7)
 - Special Events involving **only** road closures or maintenance of traffic, with **no temporary structure placement in the street or Right-of-Way**, require a Right-of-Way permit, administered by the Right of Way/Mobility department. (See page 8)

City of Tampa Building and Fire requirements for the permitting and inspection of Temporary Assembly Structures (membrane structures, canopies, mobile stages, special amusement buildings, free-standing platforms, stages, or bleachers) used in the special event, convention, and exhibition industry for less than one-hundred and eighty (180) days.

A permit is required **only** when the total size of these structures exceeds 5000 SF, individually or aggregate:

- Membrane structures
- Canopies

A permit is **always** required for the following structures, regardless of size:

- Mobile stages
- Special amusement buildings
- Bleachers

A permit is **always** required for these structures, if they are 24" in height or taller:

- Free-standing platforms
- Stages (non-mobile stages)

Basic Permit Requirements

1. Signed and sealed plans from a Florida licensed architect or engineer.
2. Live and dead loads to be indicated on drawings.
3. Details on the structure including tie-downs and manufacturer's installation instructions.
4. Wind loads indicated in Florida Building Code for membrane structures.

Specific Permit Requirements

Site Plans

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

1. Dimensions and locations of all membrane structures, canopies, mobile stages, special amusement buildings, bleachers, and platforms, including bleachers located within any enclosed membrane structure or building.
2. Locations of all ancillary equipment such as portable restrooms, generators, etc.
3. Accessible route details and accessible restroom locations to be shown
4. Dimensions of all fire access lanes
5. Fire hydrants
6. 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 Plans

A floor plan for each level, drawn to scale, must show:

1. Floor plan with seating (furniture layout)
2. Occupant type and occupant load (based on 15 sq ft per person)
3. Egress plan, Life Safety plan (scaled)
4. Dimensions of egress elements
5. Aisles between tables and seating shall comply with NFPA 101, 12.2.5.5 and 12.2.5.6
6. Type of flooring to be used
7. Disabled chair location in the assembly areas
8. Certification of flame spread for all interior finishes in compliance with NFPA 101, 10.2
9. Location of all doors (if an enclosed structure); At least one door must be within 50' of fire truck access
10. Portable fire extinguishers which must comply with NFPA 10
11. All Exit signs: in enclosed temporary structures, exit signs are required to be illuminated
12. "No Smoking" signs
13. Location of Emergency lights

Stage Design

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

Inspection Requirements

Fire

- A preliminary set-up inspection to review the scope and layout of the event is required.
- A FINAL-Fire inspection approval is required before occupancy.

Building

- ELE-Final and PLB-Final inspections may be required if those trades are included in the scope of work.
- A BLD-Final inspection approval is required before occupancy.

Construction Services Permit Fees

Activity	Cost
Commercial / Miscellaneous / Canopy (free standing or attached) permit application fee	\$ 50.00
40% - due upon acceptance of application	\$298.98
60% - due at Permit Issuance	\$418.47

Construction Services Contact Information

Contact	Title	Phone	Email
Edwin Perkins	Client Facilitator I	(813) 274-3193	edwin.perkins@tampagov.net
Malika Congreaves	Client Facilitator I	(813) 274-7704	malika.congreaves@tampagov.net
Zulema Rodriguez	Client Facilitator I	(813) 307-5559	zulema.rodriguez@tampagov.net

OFFICE OF SPECIAL EVENTS

Permitting requirements & submittal timelines

Special events including festivals, concerts, parades, runs, and street festivals, held in whole or in part on public property including City parks, streets and/or sidewalks are permitted through Office of Special Events.

Applications are accepted up to one year in advance and must be submitted at least:

- **90 days before the event** if it involves street closures or alcohol.
- **60 days before the event** if it takes place entirely in a City park and does not include alcohol.

Please note, to have commercial activity (sales) and/or alcohol in City parks the applicant must be a registered non-profit organization.

To initiate the permitting process a complete Special Event Application, site plan, and \$50 application fee must be submitted within the required timeline. The Office of Special Events will coordinate any necessary City services (e.g., Police, Fire, EMS, or Solid Waste). Additional permits (e.g., for alcohol, tents, etc.) may also be required.

Applicants must provide general liability insurance naming the City as an additional insured. The specific coverage needed will be determined during the coordination process

To submit an inquiry online visit: <https://www.tampa.gov/special-events-coordination/planning-special-event>

For more information, please contact the Office of Special events at 813-274-8854 or specialevents@tampagov.net.

- You can also access frequently asked questions and responses here: [Tampa Special Events FAQ](#)

RIGHT OF WAY DEPARTMENT

Permits application & submittal requirements

Events proposed to be held in whole or in part on City streets and rights-of-way (ROW), are regulated through the city's permit process. Events without tables or temporary structures are allowed under a ROW Permit. If any event-related items are requested to be set up in the right of way, a Special Events Permit is required and requires a minimum of 90 days for processing and approvals. (see section referencing the Office of Special Events). Typical events requiring a ROW Permit, but not a permit from the Office of Special Events, include block parties on local streets, valet setup, or horse-drawn carriages.

The right-of-way permit review and approval process takes approximately twelve (12) to fifteen (15) business days.

Banners within the public right(s)-of-way permit.

1. Create a ROW Permit application in Accela.
2. Row Permit application must include:
 - a. The name and address of the applicant and the applicant's authorized agent, if applicable. (At least two (2) contacts are required).
 - b. The name of the event and whether the event is being sponsored or cosponsored by the city; if cosponsored by City of Tampa, you should apply for a Community Wide Special Event (CWS).
 - c. A sketch of the banner, including the message, lettering, logo, emblems and any other representations contained thereon.
 - d. A site plan, with a vicinity map, of the specific location where the banners are requested to be installed, including but not limited to the height of the banners, location of the banner supports, the location of the light poles.
 - e. The date the banner display is requested to be installed and the date the banner display will be removed.
 - f. Evidence that the light poles and the banners to be attached thereto comply with all the requirements contained in ***Sec. 22-235. - Installation and dimension requirements:***
https://library.municode.com/fl/tampa/codes/code_of_ordinances?nodeId=COOR_CH22STSI_ARTIADPR_DIV3FEAUTYPEIN_SDXIBA_S22-235INDIRE
 - g. A description of the method that will be utilized to install the banner(s) to the support structure or brackets.
 - h. Evidence of a written contractual agreement between the owner of the light pole and the applicant **authorizing** the installation of the banners.
 - i. Evidence of proper licensure for the installing contractor.
 - j. Evidence of insurance as required in section 1.2 of this document.

The applicant is required to obtain and maintain, during all periods 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, to include:

- I. naming the City of Tampa 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.
 - II. meeting such other criteria as may be established by the Tampa Electric Company or by the city's risk management department.
 - III. requiring the insurer to provide the City with thirty (30) days prior written notice of any proposed termination, cancellation or change in insurance coverage or limits.
- 3. Permitted Areas / Duration of Permit / Removal
 - a. Only one (1) permit may be issued per location.
 - b. Banners may be installed thirty (30) calendar days in advance of an event and shall be removed within five (5) business days of the conclusion of the event.
 - c. The city may require the banners to be removed, at any time, if necessary to protect the public health, safety and welfare or if the city requires use of the light poles. Any banners removed shall be forfeited by the owner and/or permittee at the discretion of the city.
- 4. The applicant is required to obtain and maintain, during all periods 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:
 - a. naming the City of Tampa 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.
 - b. meeting such other criteria as may be established by the Tampa Electric Company or by the city's risk management department; and,
 - c. requiring the insurer to provide the City with thirty (30) days prior written notice of any proposed termination, cancellation or change in insurance coverage or limits.

Sidewalk or Lane Closure Permit

- 1. Create a Right of Way permit application in Accela
- 2. Enter detail description of the intended street lane or the sidewalk location to be closed and state purpose of closure.
- 3. Upload the following to the permit record for review:
 - a. Certificate of Insurance as required in section 1.2 of this document.
 - b. Maintenance of Traffic (MOT) Plan

Temporary Street Closures Permit

- 1. Create a Right of Way permit application in Accela.
- 2. Enter detailed description of the intended street(s) to be closed and state purpose of closure.
- 3. Upload the following to the permit record for review:
 - a. Certificate of Insurance as required in section 1.2 of this document.
 - b. Maintenance of Traffic (MOT) Plan

Non-Motorized/Pedicab Vehicle Permit

1. Create a Right of Way permit application in Accela.
2. Upload the following to the permit record for review:
 - a. Copy of the occupational license.
 - b. Site plan with proposed route.
 - c. Certificate of Insurance as required in section 1.2 of this document.
 - d. Completed Non-Motorized Vehicle Permit Application Package obtained from Right of Way Permitting Resources <https://www.tampa.gov/mobility/transportation/non-motorized-vehicle-permit>
 - e. Upload all documents outlined in the Required Documents section of Non-Motorized Vehicle Permit Application Package

Queuing On Sidewalk in Ybor City Historic District Permit

Required. When an event on abutting private property in the Ybor City Historic District requires the use and management of queuing lines on public right-of-way, provided, however, that the public right-of-way where the queuing line will be operated is no less than eight (8) feet in width.

Eligible permittee. May be issued to any person or organization in the Ybor City Historic District in good standing with the State of Florida.

To include with the application:

1. Evidence of commercial general liability insurance in the amount of one million dollars (\$1,000,000) combined single limit each occurrence. All insurance shall remain in effect during the term of the permit, be from companies duly authorized to do business in the State of Florida, and state that the City is an additional named insured as to the operation of the queuing line.
2. A queuing line plan that identifies (sample at the end of this document):
 - a. A graphic depiction of the permittee's property in relation to the adjacent right-of-way that shows the permittee's property boundary, points of entry and exit, and location of all existing public improvements, including, but not limited to, benches, fire hydrants, and landscaping. The depiction shall include the distance (in feet) between objects and property boundary; and,
 - b. Removable queuing line stanchion materials approved by the city; and,
 - c. The proposed queuing line plan and pedestrian circulation pattern reserving and depicting a minimum 1.2 meter (4.0 feet) unobstructed pedestrian path and clearance over the right-of-way, excluding the curb and queuing line area, for non-queuing pedestrian traffic traveling over the right-of-way; and,
 - d. Compliance with applicable fire code clearance requirements at building entry and exit points for the safe and unobstructed ingress and egress from the building; and,
 - e. If applicable, that the queuing line plan preserves an uninterrupted flow of pedestrian traffic with any other queuing line on adjacent rights-of-way areas; and,
 - f. The hours of operation, provided that the queuing line may not be in use for more than eight (8) hours in any twenty-four-hour period.

Queuing line equipment.

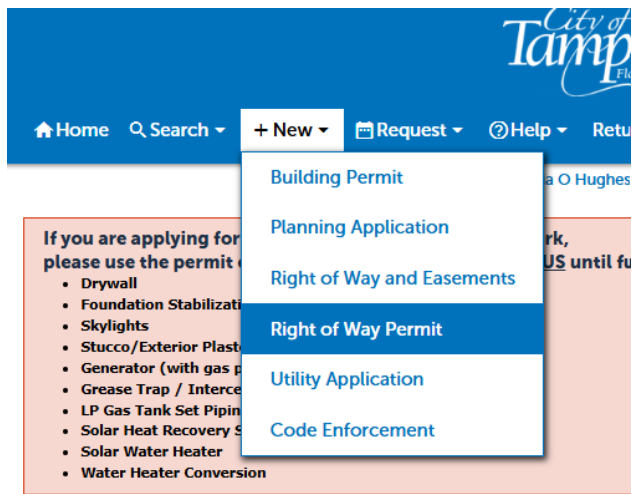
All queuing line equipment and stanchions must be removable, not cause an obstruction in the right-of-way when removed and stored off the right-of-way when not in use.

Valet Operator Permit

1. Create a Right of Way permit application in Accela
2. Enter detail description of the Valet Location and dates of Valet Operation
3. Upload Completed Valet Permit Operator Application Package obtained from Right of Way Permitting Resources <https://www.tampa.gov/document/valet-permit-application-22756>

Right of Way Permit Application

Below are instructions for submitting a Right of Way (ROW) permit application in Accela:
(An account is required to create a permit application)



Select a Record Type

Choose one of the following available record types. For assistance, click on the link below.

- ▶ [Right of Way Permitting](#)
- ▶ [Sidewalk Cafe](#)
- ▶ [Add A Contact](#)

Select a Record Type

Choose one of the following available record types. For assistance, click on the link below.

- ▼ [Right of Way Permitting](#)
 - ☐ ROW Annual Pass Thru Provider Registration
 - ☐ ROW Annual Telecommunications Provider Registration
 - ☐ ROW Annual Utility Work Start Notice
 - ☐ ROW City Department Work Start Notice
 - ☐ ROW Communications Provider Permit
 - ☒ ROW Permit Standard
 - ☐ ROW Shared Mobility Operator
 - ☐ ROW Shared Mobility Permit
- ▶ [Sidewalk Cafe](#)
- ▶ [Add A Contact](#)

For step by step guide on submitting a right of way permit application in Accela please select the following link: <https://www.tampa.gov/document/application-process-standard-row-permit-51325-168296>

Right-of-Way Permit Fees

Activity	Cost
Sidewalk closure for (maintenance, replacement or safety issues)	\$ 100.00
Supplemental Large facility project (SFLP: structure more than 75' high, or pole greater than 24" diameter)	\$ 1,050.00
Lane Closure Fee (Roadway not an arterial or collector)	\$ 50.00 Application fee
Lane Closure Fee (For arterial or collector)	\$ 50.00 Base fee + \$150.00 Per lane - plus
Queuing Lines	\$ 150.00
Non-Motorized Vehicles (First Permit)	\$ 300.00
Non-Motorized Vehicles (Additional Permit)	\$ 100.00
Banners	\$50 Base fee + \$ 5.00 per banner
Temporary Structure in ROW (Dumpster, Trailer, PODS, etc.)	\$ 150.00
Special Event Parking Lot	\$ 300.00
Permit Extension	\$ 50.00

Right-of-Way Contact Information

Contact	Title	Phone	Email
Right of Way	General Phone and Mailbox	(813) 274-3104	rightofwaypermitting@tampagov.net

ZONING DEPARTMENT PERMITS

Permits application & submittal requirements

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. City owned properties, please consult with the Office of Special Events (OSE) at (813) 274-8854.

Alcohol & Beverage (ABT) Temporary Permit

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.

- Approval shall not be granted for a period longer than three (3) consecutive days.
- Approval shall not be granted more than three (3) times in any single (1) calendar year to any single (1) organization.
- Approval shall be limited to on-premises consumption only, and only on land(s) that meet the following criteria:
 1. Land(s) that are public right-of-way, subject to (g) and (h) below,
 2. Land(s) that maintain a non-residential zoning district; or
 3. 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 and be routed to the Office of the Mayor for approval.

Alcohol sales must cease at 12:00 a.m.

Permit Submittal Information

1. Submit an online application in Accela.
2. Application Types:
 - a. Temporary 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, restroom 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 streets and alley rights-of-way, within or adjacent to the site.

4. Include the following 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. Offsite 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 you provide off-site parking, please contact Transportation at 274-3100.

Stage - Tent

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

A temporary alcohol event cannot be in a residential zoning district, unless the approved historical use is commercial, because the code says: (ABT allowed on) Land(s) on which a legal conforming or legal nonconforming, non-residential use is located, on a zoning lot, within a residential zoning district.

Review time

Submit permit application at least fourteen (14) business days before the event.

Review time: three (3) business days.

Zoning Department Permit Fees

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

Zoning Department Contact Information

Contact	Title	Phone	Email
Maria Tricoche Garcia	Urban Planner I	(813) 274-8463	maria.tricochegarcia@tampagov.net
Miguel Aguila	Planning Permit Technician	(813) 274-8986	miguel.aguila@tampagov.net

FIRE MARSHAL'S OFFICE

Permits application & submittal requirements

In-Door/ Outdoor Pyrotechnics Display Permits

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.

1. A completed application from the Fire Marshal's office.
2. An insurance certificate on the Accord form with the appropriate coverage and including the statement, "The City of Tampa is named as an Additional Insured as respect to the General Liability insurance coverages as required by written contract". A sample of the form can be provided with the application.
3. A copy of your company's license to store, transport and shoot. ATF license may list this information.
4. Name of the lead tech/operator in charge of this event including a contact number.
5. A copy of the lead operator's pyro certification/license. It can be from any state in the U.S.
6. Certification/license must be applicable to the event – NFPA 1123, 1126, 160 or a combination thereof.
7. A copy of the operator's driver license and a current resume.
8. A list of all assistants and a current picture ID.
9. A stage/site plan showing product placement and extinguisher(s) placement. Height limits for indoor displays, contact the fire watch coordinator for additional information.
10. Product list: type, quantity, manufacturer, and an MSDS for each product.
11. Flame retardant certs for drapes or props to be used in the show.
12. Sparkler Units to be used only under the direction of the lead operator. Contact the fire watch coordinator for additional requirements.
13. If shooting indoors a demo will be required day of show.
14. 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.
15. 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.
16. 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.
17. Fire watch will be required. Minimum 2 inspectors for outdoor displays and 1 inspector for indoor displays with a 4-hour minimum for each inspector.

Vendors Operating in Tents within the City limits

Temporary Cooking under Tents Within the City Limits

1. If cooking produces grease-laden vapors, a tagged and serviced Class K extinguisher must be provided.
2. Propane tanks must be 5 feet from any heat source or tent.
3. If cooking or using a heat source, a 2A-10BC, tagged and serviced, extinguisher must be provided.
4. Propane tanks must be secured to prevent falling over
5. Tanks cannot be exchanged during the event.
6. Cooking equipment cannot be used within 10' of a structure that is not a 1 or 2 family dwelling.
7. The AHJ shall be authorized to require any fire to be immediately discontinued if the fire is determined to constitute a hazardous condition.
8. Any cooking under a tent will require a permit from the Fire Marshal's Office

Fire Marshal Requirements from the City of Tampa

1. If cooking, a commercial hood is required along with a fire suppression system.
2. If cooking or using a heat source, a 2A-10BC, tagged, extinguisher must be provided.
3. If cooking produces grease laden vapors, a tagged and serviced Class K extinguisher must be provided.
4. 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.

Tents 900 Square Feet and Larger

NOTE: Must be permitted through the Fire Marshal's Office 813-274-7000

1. Must provide appropriate number of 2A-10BC, tagged and serviced extinguishers for the square footage.
2. Propane tanks must be 5 feet from any heat source or tent.
3. If open to the public, Exit and Emergency Lighting may be required depending on size of tent.
4. Must provide Flame Retardant Certification for each tent.
5. If cooking produces grease-laden vapors, tagged and serviced Class K extinguisher must be provided.

Tents 10x10 and Smaller

1. Cannot be tied together.
2. 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
3. Minimum 2' of separation between tents and 10 feet from closest structure
4. If Cooking produces grease laden vapors, it must provide tagged and services Class K extinguisher.

5. If cooking or using a heat source, a 2A-10BC, tagged and serviced, extinguisher must be provided.
6. If cooking under a tent, you must provide flame certification for that tent.
7. Propane tanks must be 5 feet from any heat source or tent.
8. If cooking produces grease laden vapors, a tagged and serviced Class K extinguisher must be provided.

Operating a Food Truck Within City limits

NOTE: TO PARTICIPATE IN EVENTS, FOOD TRUCK VENDORS MUST SUPPLY THE FOLLOWING DOCUMENTATION

Proof of General and Automotive Liability with a policy number (no binders) that shows an expiration date that has not yet occurred.

1. A copy of the truck's State of Florida, Department of Business Regulations, Division of Hotels and Restaurants license. (Must be current).
2. 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).
3. A copy of the truck owner's Food Safety/Professional Manager Certification from the State of Florida.

Fire Marshal's 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 square feet or higher)	\$60 for first tent, \$40 any additional tents
Tents (if cooking under any size)	\$60
Retail Sale Sparklers	\$100
Retail Sales Sparklers/Wholesale Fireworks (In a Building)	\$300
Retail Sale Sparklers & Wholesale Fireworks (In a Tent)	\$360 (July) \$60 (December)
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"> • \$44.00 per hour with a 3-hour minimum. • Indoor or outdoor pyrotechnics have a 4-hour minimum. • Outdoor pyrotechnics require two (2) personnel. • Holiday Fire Watch rate: \$66.00 per hour with minimum hours required. • Emergency Fire Watch (no notice-emergencies): \$66.00 per hour. • Fire Watch is billed, post-event, for accuracy.

Fire Marshal's Contact Information

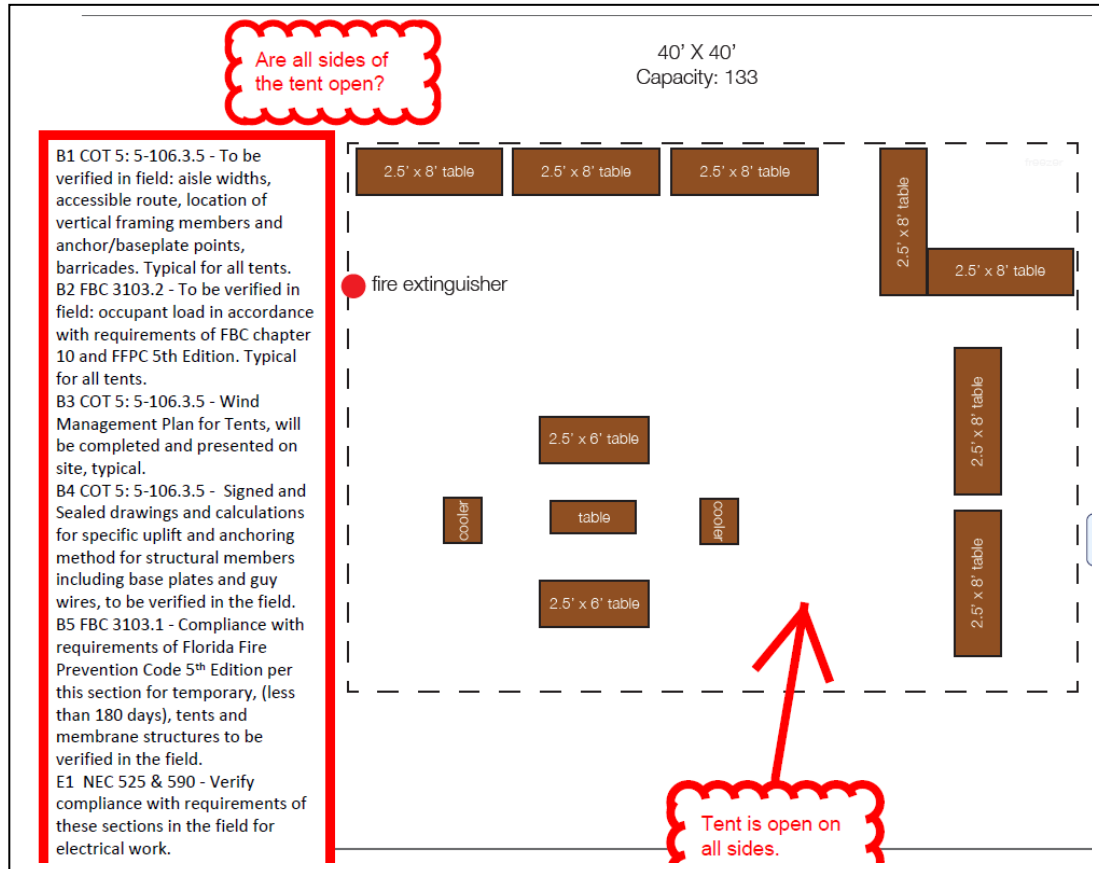
Contact	Title	Phone	Email
Andrell Miller	Fire Marshal	(813) 274-7134	Andrell.Miller@tampagov.net
Brian Pyles	Special Events Coordinator	(813) 694-0759	Brian.Pyles@tampagov.net
Gabrielle Williams	Permit Coordinator	(813) 274-7003	Gabrielle.Williams@tampagov.net
William Mann	Supervisor Existing Inspectors	(813) 310-0260	William.Mann@tampagov.net
Michael Zurla	Supervisor Investigators	(813) 310-4758	Michael.Zurla@tampagov.net
Steven McCullars	Fire Inspections Supervisor	(813) 274-7024	Steven.McCullars@tampagov.net

Fire Marshal's Office Forms:

- [Fire Watch Request Form](#)
- [Baton Twirler & Fire Baton](#)
- [Fire Prevention Permit Request](#)

APPENDIX: Sample Certificates and Plans

CONSTRUCTION SERVICES – Sample Tent Site Plan

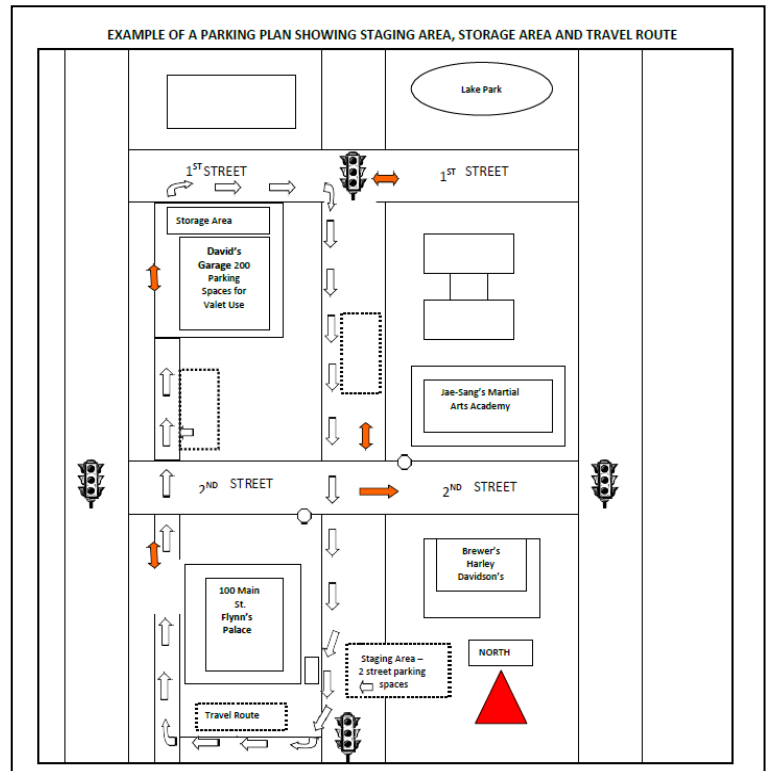


RIGHT OF WAY

Sample Certificate of Insurance:

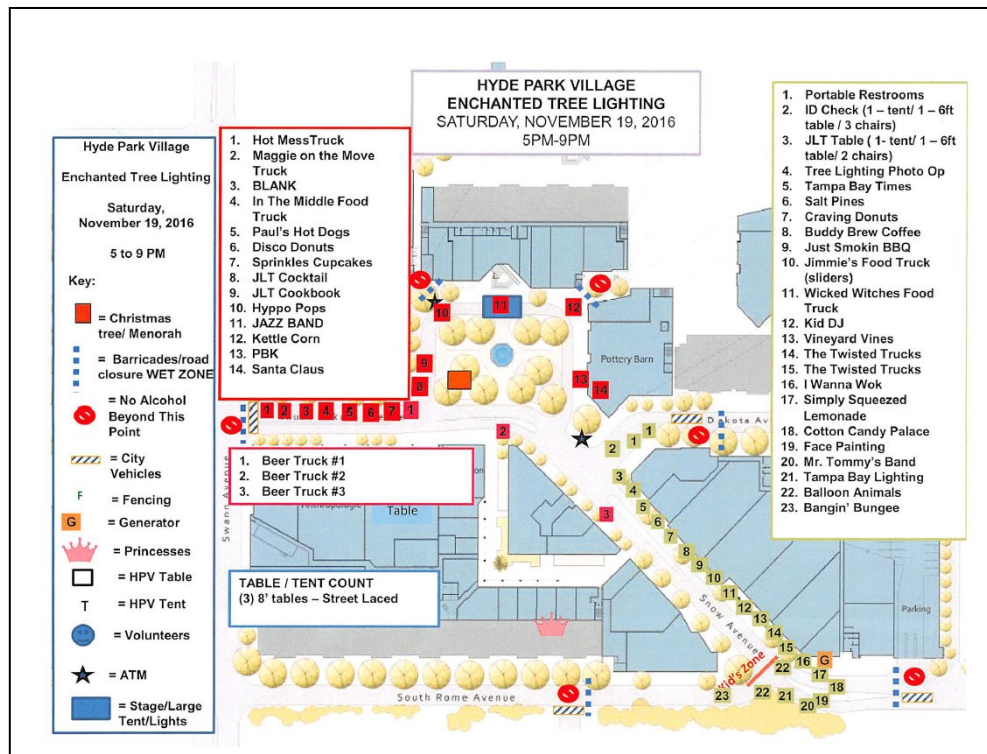
ACORD		CERTIFICATE OF LIABILITY INSURANCE		August 1, 2008	
PRODUCER ABC Insurance Agency 1234 Insurance Street Tampa, FL 33602 555-555-1212		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
INSURED ABC Contractor 9873 Contractor Street Tampa, FL 33606		COMPANIES AFFORDING COVERAGE 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			
COVERAGES 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.					
TYPE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	123456789	01/01/08	01/01/09	GENERAL AGGREGATE \$ 2,000,000
	PRODUCTS-COMP/OP AGG \$ 1,000,000				
	PERSONAL & ADV INJURY \$ 1,000,000				
	EACH OCCURRENCE \$ 1,000,000				
	FIRE DAMAGE (Any one person) \$ 500,000				
	MED EXP (Any one person) \$ 5,000				
	COMBINED SINGLE LIMIT				
	BODILY INJURY (Per Person)				
	BODILY INJURY (Per Accident)				
	PROPERTY DAMAGE				
GARAGE LIABILITY					
ANY AUTO					
EXCESS LIABILITY					
UMBRELLA FORM					
OTHER THAN UMBRELLA FORM					
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
THE PROPRIETARY PARTNERS/EXECUTIVE OFFICERS ARE:	INCL				
	EXCL				
The City of Tampa is named as an Additional Insured as respect to the General Liability insurance coverages as required by written contract.					
CERTIFICATE HOLDER City of Tampa Planning Division/Transportation Planning 1400 North Boulevard, 3rd floor Tampa, FL 33607		CANCELLATION 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 25.4 (7/9)		JOSEPH SAMPLE © ACORD CORPORATION 1999			

Sample Parking Plan:



ZONING

Temporary Special Event Site Plan – Sample 1



Special Event Site Plan – Sample 2



Frequently Asked Questions (FAQs)

How long does the special event permit last?

Sec. 27-282.16. – Temporary Special Event - The maximum duration for a specific event is two (2) weeks. No more than four (4) events per year are allowed on one (1) property.

How do I apply online?

1) Go To: <https://aca.tampagov.net/CitizenAccess>

2) Select New – Planning Application at home page

3) Agree to Use Online Services

4) Select Permit Type:

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

The screenshot shows the City of Tampa Citizen Access Portal. At the top, there is a blue header with the City of Tampa logo and navigation links: Home, Search, New, Request, Help, and Return to Tampagov.net. Below the header, there is a login section showing 'Logged in as: Melissa Martinez' and links for Collections (0), Cart (0), Account Management, and Logout. A section titled 'Subscribe to our newsletter for Accela Citizen Access updates and planned downtime notifications.' is followed by instructions for using the Planning & Development Department's Citizen Access Portal and a link to watch the Accela Citizen Access Webinar. A note states 'Please contact us at 813-274-3300 for questions.' Below this is a 'Select a Record Type' section with a notice about compliance with local and state codes. A list of record types is provided, with a red arrow pointing to 'AB Special Use 1 - Temp (Private) Property'. At the bottom of the list, another red arrow points to 'Temp Special Event'. A 'Continue Application' button is visible at the bottom of the page.

General Contact Information

Construction Services

Contact	Title	Phone	Email
Kathy Asony	Professional Plans Review Supervisor	(813) 274-3114	kathy.asony@tampagov.net
Mark Brower	Professional Plans Review Supervisor	(813) 274-3195	mark.brower@tampagov.net
Mike Oszust	Construction Services Coordinator	(813) 307-3980	mike.oszust@tampagov.net

Office of Special Events

Contact	Title	Phone	Email
Office of Special Events	General Phone Number and Mailbox	(813) 274-8854	specialevents@tampagov.net

Right of Way

Contact	Title	Phone	Email
Right of Way	General Phone Number and Mailbox	(813) 274-3104	rightofwaypermitting@tampagov.net

Zoning

Contact	Title	Phone	Email
Marla Tricoche Garcia	Urban Planner I	(813) 274-8463	marla.tricochegarcia@tampagov.net
Miguel Aguila	Planning Permit Technician	(813) 274-8986	miguel.aguila@tampagov.net

Fire Marshal

Contact	Title	Phone	Email
Gabrielle Williams	Permit Coordinator	(813) 274-7003	gabrielle.williams@tampagov.net
Brian Pyles	Fire Watch Coordinator	(813) 274-7981	brian.pyles@tampagov.net
William Mann	Fire Inspections Supervisor	(813) 310-0260	william.mann@tampagov.net
Michael Zurla	Fire Inspections Supervisor	(813) 310-4758	michael.zurla@tampagov.net
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