



TEMPORARY USE PERMIT

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REQUIREMENTS & CHECKLIST

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SECTION 1

CHAPTER 29, ARTICLE 5, DIVISION 19 OF THE CITY'S CODE OF ORDINANCES FOR TEMPORARY USES

Sec. 5-1901. - General.

The temporary uses set out in this division are permitted subject to the approval of the city manager or designee, and shall be subject to such conditions as may be imposed by the city manager or designee.

Sec. 5-1902. - Permitted temporary uses

- A. Contractors offices.
- B. Temporary recreational or entertainment related events or activities such as fairs, concerts, festivals.
- C. Block and neighborhood parties.
- D. Outdoor bazaars, special fund-raising sales and/or similar activities.
- E. Farmer's markets.
- F. Yard sales.
- G. Temporary filming.
- H. Tents for grand opening and special events.
- I. Temporary parking for development purposes.

Sec. 5-1903. Permit and Standards.

No temporary use shall be established on private or public property without obtaining a temporary use permit from the city manager or designee, establishing compliance with the following standards:

A. The temporary use will not create hazardous vehicular or pedestrian traffic conditions.

B. The design and installation of all practicable temporary traffic control devices including signage to minimize traffic congestion.

C. Adequate sanitary facilities, utility, drainage, refuse management, emergency services and access, and similar necessary facilities and services will be available to serve employees, patrons or participants.

D. Where a tent or similar structure is to be used, such structure shall:

1. Comply with the requirements of the fire marshal.

2. Provide the city with a certificate of insurance to cover the liability of the applicant or sponsor.

3. Demonstrate that the tent is flame resistant by providing a certificate of flame resistance or other assurance that the structure has been properly treated with flame retarder and has been maintained as such.

E. Signage, pursuant to 5-1501, related to the temporary use, including signs attached to vehicles associated with the use, shall not exceed twenty-four (24) square feet of sign face area and no more than one (1) sign face per street frontage shall be permitted.

F. No temporary use shall be permitted which allows the sale of Christmas trees or fireworks.

CITY OF NORTH MIAMI ADMINISTRATIVE REGULATION 09-19

- MAXIMUM OF THIRTY (30) DAYS AND A MAXIMUM OF ONE (1) PER CALENDAR YEAR.
- A BUILDING PERMIT MAY BE REQUIRED FOR CERTAIN STRUCTURES USED IN CONNECTION WITH THE USE, SUCH AS TENTS LARGER THAN 10'X10'.
- AN APPLICATION MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT.
- REQUIRED INSPECTIONS ASSOCIATED WITH A BUILDING PERMIT MUST BE COMPLETED PRIOR TO THE DATE(S) OF THE TEMPORARY USE EVENT.
- COMMUNITY PLANNING & DEVELOPMENT WILL CONDUCT ROUTINE INSPECTIONS DURING AND AFTER THE EVENT TO ENSURE COMPLIANCE WITH THE REGULATIONS AND THE TERMS & CONDITIONS OF THE TEMPORARY USE PERMIT.
- NON-COMPLIANCE MAY RESULT IN THE CEASING OF ALL ACTIVITIES AS WELL AS A DENIAL OF FUTURE REQUESTS FOR SUCH TEMPORARY USE.
- THE PREMISES SHALL BE CLEANED AND ALL STRUCTURES, OUTDOOR FURNITURE, SIGNS, ETC. SHALL BE REMOVED IMMEDIATELY UPON COMPLETION.



APPLICATION REQUIREMENTS

APPLICANTS WILL BE REQUIRED TO SUBMIT THE FOLLOWING FOR ALL TEMPORARY USE REQUESTS AT LEAST THIRTY (30) DAYS PRIOR TO THE EVENT:

- A COMPLETED APPLICATION SIGNED BY THE APPLICANT AND THE PROPERTY OWNER (NOTARIZATION REQUIRED)
- A LETTER THOROUGHLY DETAILING THE EVENT INCLUDING THE DATES AND HOURS OF OPERATION
- A CHECK OR MONEY ORDER IN THE AMOUNT OF **\$59 FOR EACH DAY** OF THE EVENT BEING HELD
- A COPY OF THE SURVEY OF THE PROPERTY
- TWO (2) SITE PLANS SHOWING THE LOCATION OF ALL PROPOSED OUTDOOR ACTIVITIES, SIGNAGE AND STRUCTURES, INCLUDING SETBACKS TO THE NEAREST PROPERTY LINES. THE PLANS OR SURVEY SHALL ALSO SHOW ALL EXISTING PARKING SPACES.

BUILDING PERMIT REQUIREMENTS

CITY OF NORTH MIAMI BUILDING DEPARTMENT

- TENTS LARGER THAN 10'X10', PROVIDE CUT SHEETS/SPECS, CERTIFICATE OF FLAME RESISTANCE OR OTHER ASSURANCE.
- TEMPORARY FENCE PERMIT; MUST BE SHOWN THE LOCATION ON THE SITE SURVEY WITH FENCE DETAIL.
- PROVIDE A LIGHTING PLAN SHOWING WHERE AND HOW THE SITE WILL BE ILLUMINATED.
- ELECTRICAL PLAN SHOWING THE LOCATION OF THE GENERATOR, GROUNDING PLAN AND HOW CABLES WILL BE RUN.
- ATTENDANCE ESTIMATE AND WORKERS IN ORDER TO DETERMINE THE NUMBER OF PORTABLE TOILETS NEEDED, PARKING NEEDS AND TRAFFIC MANAGEMENT.
- TRAFFIC MANAGEMENT PLAN WILL NEED TO BE REVIEWED AND APPROVED BY THE CITY'S POLICE DEPARTMENT.
- MIAMI-DADE COUNTY FIRE MARSHAL APPROVAL.
- CONTACT THE MIAMI-DADE COUNTY SPECIAL EVENTS BUREAU AT 786-331-4438 FOR FURTHER INFORMATION.
- MIAMI-DADE COUNTY INDOOR/OUTDOOR EVENT PROCEDURES (SEE ATTACHED).

SECTION 2



MIAMI-DADE FIRE RESCUE DEPARTMENT
FIRE PREVENTION DIVISION
SPECIAL EVENTS BUREAU
T 786.331.4438

INDOOR/OUTDOOR EVENTS PROCEDURES

In accordance with the Florida Fire Prevention Code (FFPC), NFPA-1, 1.7.15 Standby Fire Personnel or approved Firewatch is required where potentially hazardous conditions or a reduction of life safety features exists due to the type of performance, display, exhibit, occupancy, contest or activity, an impairment to a fire protection feature, or number of persons present.

To assist with compliance of code required standby or firewatch Miami-Dade Fire Rescue Special Events Bureau has established the following criteria and coordination services.

INDOOR / OUTDOOR EVENTS WITH TENTS AND STAGES:

The following are information needed to obtain rescue standby during special events:

Appropriate permits must be submitted and staffing and equipment will be determined from information on application and site visit, if appropriate.

Permits are required if an event includes a tent, stage, pyrotechnics.

All events (indoor or outdoor) should contact the fire engineering bureau at (786) 315-2771 to determine the need for plans review and permit.

An inspection will be scheduled automatically once a permit is issued.

Inspections are conducted Monday thru Friday from 8 am to 5pm. Any inspection scheduled after hours or the weekend will incur an SRI (Special Request Inspection) fee of \$416.00 that will need to be paid before the schedule inspection.

If the event attendance is greater then 300 people, then a paramedic team may be necessary and can be determined by calling Special Events Bureau at 786-331-4438.

A paramedic team consists of (1/officer 2/firefighter) with or without a unit.

A unit (EMT Cart, Rescue Truck, Fire Truck) maybe required depending on the type of events.

Payment is required prior to event.



TEMPORARY USE PERMIT APPLICATION

INSTRUCTIONS: PLEASE PRINT OR TYPE ALL INFORMATION. THE APPLICATION MUST BE FILLED OUT ACCURATELY AND COMPLETELY. PLEASE BE ADVISED THAT INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

DATE: _____

PROJECT INFORMATION:

PROJECT NAME: _____

ADDRESS OF PROPERTY: _____

FOLIO NUMBER(S): _____

DATE(S) OF EVENT: FROM _____ TO _____

APPLICANT/DULY APPOINTED AGENT INFORMATION:

CONTACT NAME: _____

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL ADDRESS: _____

PROPERTY OWNER'S INFORMATION:

OWNER'S NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL ADDRESS: _____

OWNER'S SIGNATURE: _____

**STATE OF FLORIDA
COUNTY OF MIAMI-DADE**

NOTARY PUBLIC

SWORN AND SUBSCRIBED TO ME BY OWNER THIS _____

DAY OF _____ 2018.

PERSONALLY KNOWN _____ PRODUCED ID _____

TYPE OF ID PRODUCED: _____

YOU ARE REQUIRED TO POST THE TEMPORARY USE PERMIT FOR THE ENTIRE DURATION THEREOF.