



Date: \_\_\_\_\_

Tech: \_\_\_\_\_

Ref#: \_\_\_\_\_

**CITY OF BONITA SPRINGS COMMUNITY DEVELOPMENT  
TEMPORARY EVENT/USE PERMIT APPLICATION**

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

Mailing Address: \_\_\_\_\_ Lot/ Suite #: \_\_\_\_\_

Phone #: Home ( ) \_\_\_\_\_ Work #: ( ) \_\_\_\_\_ Ext. \_\_\_\_\_

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

STRAP Number of Property: \_\_\_\_\_

Direction to Property:: \_\_\_\_\_

Type of Use Requested: \_\_\_\_\_

Date of Event: \_\_\_\_\_ thru \_\_\_\_\_ Hours of Operation: from: \_\_\_\_\_ to \_\_\_\_\_

Number of Tents: \_\_\_\_\_ Sq. Ft. per Tent \_\_\_\_\_ Side Walls? Y / N Electric  
amps: \_\_\_\_\_ Fence? Y / N

**ADDITIONAL INFORMATION**

- A. A copy of your current Business Tax Receipt (formerly Occupational License) for that location or a completed Business Tax Receipt application. If you are an out of county merchant, you will need to go the Lee County Tax Collectors Office (239) 339-6037 for a Transient Merchants License.
- B. Notarized letter from property owner giving permission for use of property.
- C. Proof of sanitary facilities (port-a let contract) or letter from neighboring business, stating that restroom facilities are available for their use, indicating that hours of operation are compatible.
- D. Copy of public liability insurance, plus property damage in amount of \$50/100,000 minimum coverage.
- E. Three (3) site plans indicating: available parking, adjoining structures and location of tent (if applicable).
- F. If the tent is 2500 sq. ft. and over the plans will need to be reviewed by Plan Review.
- G. Three (3) copies of the flame retardant certificates is required for each tent.

- H. Sounds emanating from the temporary use shall not adversely affect any surrounding property.
- I. Carnivals- A special events permit may be required through the Bonita Springs Special Events Department if projected attendance exceeds 1,000 people per day. (239)949-6262
- J. TEMPORARY PROMOTIONAL BALLOONS ARE ALLOWED FOR 15 DAYS, TWICE PER A CALENDAR YEAR - A separate permit required can only be issued to A LICENSED CONTRACTOR.
- K. TEMPORARY PROMOTIONAL SIGNS/BANNERS are allowed 15 days twice per calendar year. A separate permit is required.

Permit Fees:

- A. Tent Reviews: \$50.00 plan review and \$100.00 permit fee (\$150.00 total)- Electric \$40.00.
- B. Permits without a tent are \$20.00

**TEMPORARY CONSTRUCTION TRAILERS ONLY**

- A. Two (2) site plans showing location of trailer with tie down details.
- B. Contractor License # \_\_\_\_\_
- C. Building Permit Number or Development Order Number
- D. Port-a-let contract

-----  
**Office Use Only**

ZONING REVIEW	FEES DUE
Date _____	Plan Review: _____
Zoning _____	Permit Fee: _____
Plan Review _____	Electric Permit: _____
Fire Dept. _____	TOTAL FEES: _____

**Application received by:**

Permit Representative \_\_\_\_\_ Date Received \_\_\_\_\_

Job Copy Made

**COMMUNITY DEVELOPMENT**

**AFFIDVAIT  
FOR TENTS**

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 2500 square feet and does not have sidewalls.

Tents will not be used for a place of assembly (more than 50 people), kitchen or mess hall. Tents will not block any drive way, fire hydrant or fire access to any building.

Tents will be at least twelve (12) feet from all property lines and have an unobstructed passage- way or fire road not less than twelve (12) feet wide and free from guy ropes or other obstructions on all sides of tent.

“NO SMOKING” signs will be positioned approximately every twenty (20) feet around the perimeter if the tent.

One (1) classification type 2A fire extinguisher will be provided in every tent having a floor area of more than five hundred (500) square feet but less than one thousand (1000) square feet, and also one (1) in each auxiliary tent adjacent thereto. Two (2) classification type 2A fire extinguishers will be provided for each tent from 1000 to 25000 square feet.

NOTE: At a minimum, all tents displaying or selling any sparklers shall have at least one (1) 10 LB. 4A60BC 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 compiled with.

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

Signature \_\_\_\_\_

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

## 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 so 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 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.