TEMPORARY PERMIT/ TEMPORARY USE APPLICATION

This application and all submittal requirements may be emailed to; permitting@estero-fl.gov. The application may also be submitted in person at our office located at 9401 Corkscrew Palms Circle, Estero FL 33928 M-F 8:00 am to 5:00 pm.

Applicant:_____Contact Person (if different): _____

Phone:_____Email Address: _____

Strap Number of Property: _____

Property Owner's Name: _____

Address of Property: _____

Strap Number of Property: _____

Description of Temporary Use (please be specific): _____

_____

Type of Use Requested (Additional Zoning Review fee of $75 may be charged for all uses except Construction Office/Shed and Community Gardens):

☐ Horse Shows/Exhibitions ($100)
☐ Construction Office/Shed ($150)
☐ Fireworks Display ($250)
☐ Temp. Mail Distribution ($100)
☐ Christmas Tree Sales ($150)
☐ Carnivals/Fairs/Circuses ($150)
☐ Community Garden ($35)
☐ Temp. Storage Facilities ($150)
☐ General Temporary Use ($100)
☐ Seasonal Farmers' Market ($100)

Date of Event:_____thru_____ Hours of Operation: from_____to _____

Number of Tents:_____(Plan Review fee of $50 will apply to tents over 2500 sq. ft. and/or w/sidewalls)

Sq. Ft. per Tent:_____ Side Walls? ☐ Yes ☐ No

Electric? ☐ Yes ☐ No (If yes, Electric fee of $75 will be charged) Electric amps (if applicable):_____

DO/Permit #:_____(required for Construction Office/Shed)

ADDITIONAL SUBMITTAL REQUIREMENTS

A. Notarized letter from property owner giving permission for use of property (not required for Construction Office/Shed).

B. Proof of sanitary facilities (port-o-let contract) or letter from neighboring business, stating that restroom facilities are for their use, indicating that hours of operation are compatible (not required for Temporary Storage Facilities).

C. Copy of public liability insurance, plus property damage in amount of $50/100,000 minimum coverage (not required for Construction Office/Shed).

D. Two (2) site plans indicating location of; available parking, existing structures, tent and equipment, restroom facilities, etc.

E. If tent is 2500 sq. ft. and over, plans will need to be reviewed by Planning and Zoning staff.

F. Two (2) copies of the flame retardant certificates are required for each tent (if applicable).

G. A Special Events Permit may be required if projected attendance exceeds 1,000 people per day, if the event is located within a County park/facility or on County property, and/or if alcohol is being sold or consumed within a County park/facility or on County property. Please contact (239) 221-5036 for additional information.

H. Community Gardens require a Temporary Use Permit after receiving an Administrative approval from zoning. Please provide a copy of the Administrative approval for this application.

VILLAGE OF ESTERO

AFFIDAVIT
FOR OVER THE COUNTER PERMITS
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)

1. Tent is under 2500 square feet and does not have sidewalls.
2. Tents will not be used for a place of assembly [more than fifty (50) people], kitchen or mess hall.
3. Tents will not block any driveway, fire hydrant or fire access to any building.
4. 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.
5. "NO SMOKING" signs will be placed approximately every twenty (20) feet around perimeter of tent.
6. 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 2500 square feet.
7. Tents that will be occupied after sunset will have lights and emergency lighting.
8. Flame resistance certificates will be on the job site for inspection.

NOTE: All other applicable requirements of N.F.P.A. 102 will be complied with.

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

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

Signature (owner/authorized agent)_____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.