



**DEPARTMENT OF FIRE RESCUE AND EMERGENCY SERVICES
FIRE PREVENTION BUREAU**

2601 West Broward Boulevard, Room 3061
Fort Lauderdale, FL 33312
Phone: (954) 831-8210
Fax: (954) 831-8218

APPLICATION FOR SPECIAL EVENT PERMIT

Name of Event: _____ Setup Date & Hrs: ___/___/19 (___:___ - ___:___)

Event Date & Hours: ___/___/19 (___:___ to ___:___) & ___/___/19 (___:___ - ___:___)

Event Site Address: _____ City : _____

Site Manager/Supervisor: _____ Cell # : _____

Business Name: _____ Work#: _____

Business Owner/Agent: _____ Cell # : _____

Business Address: _____

City, State, Zip: _____ Fax # : _____

Canopy Use: Yes No If Yes, subject to permits as required by the Building Dept.

Electrical Use: Yes No If Yes, subject to permits as required by the Building Dept.

Electrical Power Provided With: Generator Temporary Power Drop Property power

Gas Fueled Equipment: Yes No If Yes, subject to permits as required by the Building Dept.

Fuel Sources: Propane gas Natural gas Diesel Fuel Gasoline

Cooking Equipment Use: Yes No If Yes, subject to permits as required by the Building Dept.

Types: Fryers Propane Grills Charcoal Grills Concession Trailer Warmers Sterno

Rides: Yes No If Yes, may require State inspection depending on the type of ride

Type: Mechanical Inflatables (bounce house, slides, etc.) Manual (not power driven)

Pyrotechnic/Fireworks Displays: Yes No If Yes, requires separate approval process completed by Company or Technician.

Documents to be presented to Fire Marshal's Bureau with completed application:

Site Plan (Include the following):

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| ___ Location of cooking area and barrier being used to separate from the public. | ___ Location of generators and barrier Being used to separate from the public |
| ___ Canopy Locations w/ sizes-Quantity ___ | ___ Location of temp power drop |
| ___ Fuel storage/dispensing areas | ___ Rides w/ descriptions-Quantity ___ |
| ___ Emergency Access Area for EMS & Fire | ___ Identify any fences/gates around event |
| ___ Location of vendor booths & games | ___ Stage locations |
| ___ Residential trailers for crews (carnivals) show barrier from general public | ___ Table, chair, and equipment layout under gathering canopies |
| ___ Cable covers for electrical lines & hoses that are in path of egress for patrons | ___ Distances of structures, roadways, cooking equipment, canopies, etc. |
| ___ Location of hazards on property such as ditches, canals, lakes, construction, etc. | ___ Traffic routing, road closures, separation of parking area from event |
| ___ Location of fire extinguishers & other required life safety equipment | ___ No smoking signs for large canopy gathering areas |
| ___ Provide 2 copies of the site plan for Fire Marshal's Bureau and a minimum of 2 copies for the Building Department. | |

- Copy of written permission from the property owner, allowing the event on their property.
- Copy of proof of public premises liability insurance in the amount of \$1,000,000, naming the Broward Sheriff's Office as an additional insured.
- Copy of proof of public premises liability insurance in the amount of \$1,000,000, naming the applicable Municipality and/or Broward County Commission, as additional insured.
- Canopy use: provide copy of building permit, including flame retardant certificate for canopy material, schematic of canopy structure with anchors to ground.
- Electrical use: provide copy of electrical permit, generator specifications, temporary power drop circuit info.
- Gas (LP/Natural) fueled equipment use: provide copy of plumbing permit, provide piping schematic.

