



TEMPORARY USE PERMIT APPLICATION OTHER TEMPORARY STRUCTURES (666)

City of Okeechobee - General Services Department

55 SE 3rd Ave, Room 101, City Hall, Okeechobee, FL 34974

Phone: (863) 763-3372 ext. 9821

DATE RECEIVED:

DATE ISSUED:

APPLICATION NO.:

EVENT DATE(S) & TIME:

FEE: \$175.00

Non-Profit/Civic Organization

DATE PAID:

PROPERTY OWNER

Name of Property Owner(s):

Address:

Telephone Numbers:

Home:

Work:

Cell:

APPLICANT

Name of Applicant:

Address:

Telephone Numbers:

Home:

Work:

Cell:

Future Land Use Map Designation:

Current Zoning Designation:

Legal Description of Property:

Address of Property:

Please Explain Type of Use:

Briefly describe use of adjoining property

North:

East:

South:

West:

Other temporary structures subject to the following regulations:

1. Christmas tree, fireworks and similar seasonal sales operated by a non-profit organization.
2. Carnival, circus, fair or other special event operated by a non-profit organization on or abutting their principal use. (*additional information required)
3. Commercial carnival, circus or fair in commercial or industrial districts.
4. Similar temporary structures where the period of use will not exceed 30 days a year.

The Applicant shall:

1. Submit proof of liability insurance, paid in full covering the period for which the permit is issued, in the minimum amount of \$1,000,000.00 per occurrence.
2. Have notarized written permission of property owner, if applicant is not the property owner.
3. Remove all debris within 48 hours of expiration of permit.
4. Submit Site Plan, State Inspection Certificates and submit State Annual Permit *

City Staff (Please review the application, attach comments or special conditions).

Business Tax Receipt Verification:

Date:

Fire Department Approval:

Date:

Police Department Approval:

Date:

Public Works Department Approval:

Date:

Building Inspector Approval:

Date:

City Administrator Approval:

Date:

I hereby certify that the information on this application is correct. The information included in this application is for use by the City of Okeechobee in processing my request. False or misleading information may be punishable by a fine of up to \$500.00 and imprisonment of up to thirty days and may result in the summary denial of this application.

Signature of Applicant

Date

Revised 5-13-24 pb



City of Okeechobee
 55 SE 3rd Avenue
 Okeechobee, FL 34974
 Phone (863) 763-3372

Okeechobee County Fire Rescue
 707 NW 6th Street
 Okeechobee, FL 34972
 Phone (863) 763-5544



Tent Permit Application Permit # _____

Permit is not required for tents less than 900 square feet

In addition to this permit application, three copies of the following must be submitted for approval:

- Certificate of Flame Resistance for tent/canopy meeting the flame propagation performance criteria per NFPA 701 Standard Methods of Fire Test for Flame Propagation of Textiles and Films
- Floor Plan of tent depicting layout, entrances/exits, and extinguisher locations (hand drawn plans will not be accepted).
- Copy of License to sell fireworks (if applicable)

Owner Information	Contractor Information
Owner _____ Address _____ City _____ State _____ Zip _____ Phone (____) _____ E-mail _____ Signature _____	Owner _____ Address _____ City _____ State _____ Zip _____ Phone (____) _____ E-mail _____ Signature _____

<p style="text-align: center;">Proposed Tent Location</p> Address _____ Parcel Identification Number _____	<p style="text-align: center;">Proposed Tent Description</p> Tent Size _____ <input type="checkbox"/> Open <input type="checkbox"/> Enclosed
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The following requirements are in compliance with National Fire Protection Association (NFPA) 101 Life Safety Code, Chapter 11 Special Structures and High-Rise Buildings, NFPA 1124, Chapter 7 Retail Sales of Consumer Fireworks. These are the minimum requirements approved by the Authority Having Jurisdiction (AHJ), Okeechobee County Fire Rescue. The AHJ reserves the right to exceed the minimum requirements as conditions warrant.

Please initial next to each statement.

- PORTABLE FIRE EXTINGUISHERS:** Fire extinguishers must be inspected by a licensed contractor, have a current tag, and be readily accessible.
- MEANS OF EGRESS:** The minimum number of exits provided from the retail sales areas shall be not less than three (3). Means of egress, including but not limited to aisles, doors, and exit discharge, shall be clear at all times when the tent is occupied. Exit signs shall not be required to be illuminated in tents that are not open for business after dark. Exit openings from tents shall have a clear opening width of not less than 44 inches.
- EGRESS TRAVEL DISTANCE:** Exits provided for the retail sales area of tents shall be located so that the maximum egress travel distance, measured from the most remote point to an exit along the natural and unobstructed path of egress travel does not exceed 75 feet.
- AISLE WIDTH:** Aisles shall have a minimum clear width of 48 inches and shall be maintained and unobstructed at all times the tent is occupied by the public.
- EMERGENCY LIGHTING:** The means of egress, including exit discharge shall be illuminated whenever the tent is occupied. Emergency lighting shall not be required in tents that are not open for business after dusk.
- ELECTRICAL:** Electrical wiring must be rated for exterior use and not overloaded. Where temporary electrical conductors are placed on top of an outdoor surface to connect the permanent power source to the tent's temporary electrical system, the conductors shall be provided with physical protection against damage caused by pedestrian or vehicular traffic. Temporary electrical wiring installed in tents shall comply with NFPA 70, National Electric Code.
- FIRE DEPARTMENT ACCESS:** Any portion of the sidewall of a tent shall be accessible within 150 feet of a public way or approved access by the fire department.
- COOKING OPERATIONS:** Cooking requiring LPG must be outside of the tent pointing away from exposures. Cooking equipment of any type shall not be permitted within 20 feet of tents used for storage or sale of consumer fireworks. Open flame cooking equipment of any type shall not be allowed within 50 feet of tents used for storage or sale of consumer fireworks.
- SIGNS:** Signage stating "NO SMOKING" in 2-inch letters on a contrasting background shall be conspicuously posted at each entrance.
- SECURITY:** Signage stating "NO FIREWORKS DISCHARGE WITHIN 300 FEET" in 4-inch letters on a contrasting background shall be conspicuously posted (if applicable).
- FLAME BREAKS:** Tents used for storage or sale of consumer fireworks shall not exceed display dimensions of 4 feet wide, 8 feet in length and 6 feet in height. Flame breaks and solid display surfaces shall not be required for packaged fireworks merchandise displayed in bins, display racks, on pallets or tables located at the end of a row of display fixtures.
- CLEARANCE TO COMBUSTIBLES:** The area located within 30 feet of a tent used for sales of consumer fireworks shall be kept free of accumulated dry grass, dry brush, and combustible debris.
- DISTANCE FROM FUEL DISPENSING:** Tents for use of consumer fireworks sales shall not be located within 50 feet from the following: retail propane-dispensing station dispensers; aboveground storage tanks for flammable or combustible liquid, flammable gas, or flammable liquified gas; compressed natural gas-dispensing station dispensers; motor vehicle fuel-dispensing station dispensers.
- DISTANCE FROM BULK FUEL DISPENSING:** Tents for use of consumer fireworks sales shall not be located within 300 feet of any aboveground bulk storage or bulk dispensing area for the following: flammable or combustible liquid, flammable gas, flammable liquified gas.
- PARKING:** No motor vehicle or trailer used for the storage of consumer fireworks shall be parked within 20 feet of a tent except when delivering, loading, or unloading fireworks or other merchandise and materials used, stored, or displayed for sale.
- SEPARATION DISTANCES:** Tents for use of consumer fireworks sales shall have a minimum separation distance of 20 feet from building, stands, combustibles, other tents and any motor vehicle or trailer used for the storage of consumer fireworks. Tents for use of consumer fireworks shall be 10 feet from vehicle parking.
- SOURCES OF IGNITION:** Temporary electrical equipment, battery-powered equipment, and electrical cords that are used in conjunction with a tent used for the sales of consumer fireworks shall be listed and used in accordance with their listing.
- PORTABLE GENERATORS:** Portable generators supplying power to tents for the sale of consumer fireworks shall use only Class III combustible liquid fuels. Class II and Class III combustible liquid generator fuel shall be limited to not more than 5 gallons. Portable generators shall be allowed to use Class I flammable liquids as fuel, provided the quantity of such fuel is limited to 2 gallons. Portable generators shall be located not less than 20 feet from the tent. Where generator fuel storage is located not less than 50 feet from a tent for the sale of consumer fireworks.
- RECORDS:** A copy of the approved permit shall be on the premises and made available to the AHJ upon request.