



# VILLAGE OF KEY BISCAYNE

## Department of Building, Zoning and Planning

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Mission Statement: "TO PROVIDE A SAFE, QUALITY ENVIRONMENT FOR ALL ISLANDERS THROUGH RESPONSIBLE GOVERNMENT"

## SPECIAL EVENT PERMIT APPLICATION AND FEE SHEET

(Special Event Approval Provisions from Village of Key Biscayne Code Ch. 17-5; Fee Schedule from Miami-Dade County Code)

A Special Event Permit is required for any event that takes place on public or private property. The Special Event application form must be completed and submitted not less than twenty (20) days in advance of the event. A Special Event may not be held unless it has been approved by the Village Manager pursuant to the procedures set forth below and in the attached application.

### REQUIREMENTS:

1. Completed application and non-refundable permit fee pursuant to the attached fee schedule.
2. Certificate of Insurance.
3. Site plan of the event showing all temporary installations in relation to the surroundings. The site plan must show a detailed diagram of the event including the location of concession booths, portable toilets, dumpsters, public, emergency and accessible routes, parking, banners and signs, location of tents, stages, entertainment and orientation of loudspeakers, locations for electricity and water, and other relevant information.
4. If your Special Event includes construction, electrical, plumbing or mechanical work, then the work must receive a final inspection prior to the commencement of the Special Event. If the inspection must be completed after 3:00 p.m. Monday through Friday, over a weekend, or on a National Holiday, then the cost of each inspection will be \$90.00 per hour per inspector which offsets time and half pay and the cost of benefits for the inspector and door to door travel time. As this will require a minimum of three hours per inspector, assume the total cost per inspector to be a minimum of \$270.00. Please note that the specific contractor for the applicable inspection must be on-site at time of inspection. If not, the permit will be cancelled.

**The person in charge of the event must be present at the event and remain at the location for the entire duration of the event.**

### FEE SCHEDULE: Unusual Uses, Special Permits, Business and Industrial Use Variance

DESCRIPTION	ORIGINAL FEE	ANN. RENEWAL FEE
All unusual uses, except the following	\$324.38	\$246.58
Churches	\$139.44	\$73.39
Cabaret, nightclub, liquor or package store	\$265.00	\$265.00
Circus or Carnival (per week) and special events	\$271.54	\$271.54
Open lot uses	\$193.74	\$154.12

# BZP SPECIAL PERMIT APPLICATION (Page 1 of 2)

This box is to be filled out by VKB personnel. A Special Event Fee must be submitted with this application (Any Fire Watch or Police fees must be paid separately).

Application Date: \_\_\_\_\_ Permit No.: SE \_\_\_\_\_  
Fee Charged: \_\_\_\_\_ Check No.: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_ per day

Times of Event: \_\_\_\_\_ to \_\_\_\_\_ Set-up: \_\_\_\_\_ Breakdown: \_\_\_\_\_

Event Location: \_\_\_\_\_  
(Attach Site Diagram: Set-up sketch, staging items, food vendors, parking area, security, etc.)

## SPECIFIC TYPE OF EVENT (Check all that apply):

- |  |  |   |                                       |  |
|--|--|---|---------------------------------------|--|
| <input type="checkbox"/> Athletic Event  | <input type="checkbox"/> Beach Event   | <input type="checkbox"/> Business Event   | <input type="checkbox"/> Celebrations | <input type="checkbox"/> Community Event |
| <input type="checkbox"/> Concert/Band    | <input type="checkbox"/> Fair/Carnival | <input type="checkbox"/> Fireworks        | <input type="checkbox"/> Fundraiser   | <input type="checkbox"/> Grand Opening   |
| <input type="checkbox"/> Political Event | <input type="checkbox"/> Parade        | <input type="checkbox"/> Place of Worship | <input type="checkbox"/> Wedding      | <input type="checkbox"/> Other _____     |

Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will Vendors be cooking or heating food? (Please read fire watch requirements for cooking.)  
 Gas       Electric       Charcoal       Other: \_\_\_\_\_

Will any of the following event staging items be used?  
 Canopy(ies)      Quantity: \_\_\_\_\_      Sizes(s) LxWxH: \_\_\_\_\_  
 Stage(s)      Quantity: \_\_\_\_\_      Sizes(s) LxWxH: \_\_\_\_\_  
 Tent(s)      Quantity: \_\_\_\_\_      Sizes(s) LxWxH: \_\_\_\_\_

**(Please attach 1) structural information with wind load calculations, anchoring details, flame certificates; 2) a floor plan including seating arrangements, locations of means of egress, extinguishers and exit signs; and 3) the business tax receipt and certificate of liability for any of the above item-providing entity(ies).)**

Producing Organization/Entity: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

**(Please include a letter of permission from the property management/owner for this event if the applicant is not the responsible entity for the property at the location this event is scheduled. Events taking place on the beach require permission from the upland property.)**

## APPLICANT INFORMATION:

Name (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell: \_\_\_\_\_

# BZP SPECIAL PERMIT APPLICATION (Page 2 of 2)

## VILLAGE DEPARTMENT APPROVALS:

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

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

Title of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

DEPARTMENT	APPROVED	REJECTED	DATE
Building			
Electrical			
Mechanical			
Plumbing			
Sea Turtle/Lighting*			
BZP Director			
Public Works			
Recreation			
Police			
Fire Rescue			
Village Manager			
Comments:			

\* Applies to beachfront permits during sea turtle nesting season from May 1 – October 31

Applicant has received a copy of the Village of Key Biscayne Noise Ordinance \_\_\_\_\_

(Applicant initials)

**SPECIAL EVENT PERMIT AFFIDAVIT(S)**

Please complete and submit Affidavit I and Affidavit II (if you are the TENANT) or only Affidavit I (if you are the OWNER).

**Affidavit I - Applicant Affidavit**

1. All Applicants must complete either section "a" or section "b".

a. **(Individuals only):** I, (name of person) \_\_\_\_\_, being first duly sworn, depose and say that I am the OWNER/TENANT of the property described herein and which is the subject of matter of the proposed hearing; that all the answers to the questions in this application and all supplemental data attached to and made a part of the application are honest and true to the best of my knowledge and belief.

b. **(Corporations only):** I, (name of authorized corporate representative) \_\_\_\_\_, being first duly sworn, depose and say that I am the (position of authorized representative) \_\_\_\_\_ on behalf of (name of corporation) \_\_\_\_\_, and as such, have been authorized by the corporation to file this application and all supplemental data attached to and made a part of this application, which are honest and true to the best of my knowledge and belief; that said corporation is the OWNER/TENANT of the property described herein and which is the subject matter of the proposed hearing.

2. All Applicants are required to complete this section.

I, \_\_\_\_\_, hereby authorize the staff of the Village of Key Biscayne to enter my property for the purpose of inspecting the property. If necessary, in the HR, PUD or PC zoning districts where a violation of Sec. 17-3 of the Village Noise Ordinance may occur, I also authorize the posting of a NOTICE OF PUBLIC HEARING on my property and understand that members of the Village Council may need to inspect my property. These inspections are necessary to permit staff and members of the Village Council to perform their responsibilities as required by the Zoning Ordinance.

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE

\_\_\_\_\_  
Signature of Applicant

Sworn to (or affirmed) and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, by \_\_\_\_\_.  
Name of person making statement

\_\_\_\_\_  
Signature of Notary Public - State of Florida

\_\_\_\_\_  
Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

**Affidavit II - Owner/Power of Attorney Affidavit**

I, being duly sworn, depose and say that I am the Owner of the real property described in Affidavit I and that I am aware of the nature and effect of the request for:

\_\_\_\_\_

relative to my property, which is hereby made by me/tenant OR I am hereby authorizing \_\_\_\_\_ to be my legal representative before the Village Council.

I, \_\_\_\_\_, hereby authorize the staff of the Village of Key Biscayne to enter my property for the purpose of inspecting the property. If necessary, in the HR, PUD or PC zoning districts where a violation of Sec. 17-3 of the Village Noise Ordinance may occur, I also authorize the posting of a NOTICE OF PUBLIC HEARING on my property and understand that members of the Village Council may need to inspect my property. These inspections are necessary to permit staff and members of the Village Council to perform their responsibilities as required by the Zoning Ordinance.

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE

\_\_\_\_\_  
Signature of Applicant

Sworn to (or affirmed) and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_, by \_\_\_\_\_.  
Name of person making statement

\_\_\_\_\_  
Signature of Notary Public - State of Florida

\_\_\_\_\_  
Print, Type, or Stamp Commissioned Name of Notary Public

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

**VILLAGE OF KEY BISCAYNE  
FIRE RESCUE DEPARTMENT  
FIRE WATCH PERMIT APPLICATION**

1. **Name of Event:** \_\_\_\_\_

2. **Sponsoring** \_\_\_\_\_ **Organization:** \_\_\_\_\_

\_\_\_\_\_ Mailing

Address: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Telephone: \_\_\_\_\_

Person securing Permit Application: \_\_\_\_\_

A. Type of Event/Reason for Fire Watch: \_\_\_\_\_

B. Location of Event: \_\_\_\_\_

C. Dates of Event: \_\_\_\_\_

D. Time(s): \_\_\_\_\_

E. Estimated Attendance: \_\_\_\_\_

**3. Fire Marshal's Office Requirements:**

A. Assembly Permit required: Yes \_\_\_ No \_\_\_

(If yes, Assembly Permit application to be obtained from Building & Zoning – Bill Fehr)

B. Fire Inspectors required: Yes \_\_\_ No \_\_\_

C. Layout Sketch/Floor Plan required: Yes \_\_\_ No \_\_\_

D. Fire Rating for Tent: Yes \_\_\_ No \_\_\_

E. Pyrotechnics Permit required: Yes \_\_\_ No \_\_\_ \$ 160.00

F. Fireworks Shells List: Yes \_\_\_ No \_\_\_

G. Fireworks Insurance required: Yes \_\_\_ No \_\_\_

H. Will there be cooking or heating of Food? Yes \_\_\_ No \_\_\_

I. Bonfire Yes \_\_\_ No \_\_\_

**4. Fire Apparatus Required:** Yes \_\_\_ No \_\_\_

**5. Costs Incurred for Village of Key Biscayne Fire Rescue Services:**

A. Fire Inspectors / Fire Watch: \$40.00/hour for \_\_\_ hours (minimum of 4 hours) \$ \_\_\_\_\_

B. Paramedic: \$40.00/hour for \_\_\_ hours \$ \_\_\_\_\_

C. Firefighters: \$40.00/hour for \_\_\_ hours \$ \_\_\_\_\_

**TOTAL COSTS: \$ \_\_\_\_\_**

**6. Additional Requirements to hold this Event:** Yes \_\_\_ No \_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Fire Department's Signature \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ \*Check made payable to the Village of Key Biscayne must be received at the time of application and will be held until date of event. If event is canceled, please give at least 24 hours' notice.



# Village of Key Biscayne Fire Rescue Fire Prevention

## Plan Submittal Requirements for Temporary Tents, Canopies, Membrane Structures, and Cooking.

*Upon application for a permit, a site plan is required. All required distances shall be indicated on the site plan. Permits shall be obtained and all requirements completed prior to a fire inspection.*

- 1- **Temporary tents and membrane structures must comply with the individual occupancy requirements for which the tent is being used (Example: mercantile, assembly, industrial, etc.)**
  
- 2- **All plans must include the following general items:**
  - Dates and hours of the event or usage period (must be located on the site plan or the floor plan).
  - “Certificate of Fire Resistance” for the structure.
  - “Certificate of Fire Resistance” or flame spread documentation for all draperies, curtains, decorations, stage scenery, etc.
  - Provide a notarized affidavit indicating that the wiring will comply with NFPA 70 and the name and license number of the electrician installing any electrical wiring in the tent.
  
- 3- **All plans must include a separate FLOOR PLAN showing all, but not limited to, the following items:**
  - Locations of required number of exits, and exit capacity (width) based on occupant loads calculated by square footage.
  - Dimensions of required aisles and seating row widths shall be accordance with the provisions of Aisles and shall not be less than 44 inches in width. Seating row widths shall not be less than 12 inches. Rows shall be increased by 0.3 inch for every additional seat beyond 14, but the width need not be more than 22 inches. When more than 200 loose seats or folding chairs are used they shall be bonded together in groups of three or more.
  - Locations of battery back-up exit signs. Exception: Non-illuminated exit signs may be used for events held during daylight hours only.
  - Locations of emergency lighting fixtures. Exception: Emergency lighting can be omitted for events held during daylight hours only.
  - Seating arrangements for table and chairs with distances between tables (if seating arrangements are provided).
  - Location of bleacher/grandstand and their details (if bleachers are provided).
  - Stage plan (including mobile stages) and location of egress points, including stair details, ramp details, handrail and guardrail details, etc. (if stage is provided)

- Location of fire extinguishers (1 for each 400 sq.ft. up to 1200 sq.ft., then one for each 1000 sq.ft. thereafter).
- Location of “NO SMOKING” signs

**4- All plans must include a separate SITE PLAN including the following:**

- Location of the tent in relation to all buildings or structures, roads, parking areas, storage containers, etc. (Minimum 20’ separation required).
- Location of generator if applicable (minimum 20’ from tent).
- Fire extinguishers are to have a minimum rating of 2A:10BC and be permanently mounted on a support member.

**5- All plans submitted for SPARKLER SALES must also include the following:**

- State sparkler certificate.
- Copy of driver’s license of applicant.

**6- All cooking operations under a tent or membrane structure must comply with NFPA 1, chapter 50.**

- Open or Exposed Flame– Open Flame or other devices emitting flame, fire or heat or any flammable or combustible liquid, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire department official.
- If approved by fire department official, cooking and heating equipment shall be vented to the outside air by approved means. Cooking and heating equipment shall not be located within 10 feet of an exit or combustible material. Outdoor cooking that produces sparks or grease-laden vapors shall be at least 20 feet from tents, canopies, and membrane structures. The warming of previously prepared food is not considered to be cooking and is exempt from these requirements.
- **Class K Portable Fire Extinguishers** - Concession stands or vendors with cooking operations that include deep fat fryers shall provide a Class K wet chemical extinguisher. A minimum 2A:10BC fire extinguisher shall also be provided.

**7- All Generators and power sources-**

- Generators and other internal combustion power sources shall be separated from tents, canopies, and temporary membrane structures by a minimum of 20 feet and is isolated from contact with the public by fencing, enclosure or other approved means.

**8-Fire Watch-**

- All temporary assembly tents with an occupant load of greater than 300 may be required to provide Fire Watch for the duration of the event.
- All permits will be reviewed and may require a fire watch based on information from application and site visit, if appropriate.



## 9-Food Trucks-

Basic Florida Fire Prevention Code requirements for the food trucks are:

- Truck must have a current State of Florida DBPR license for mobile food service and concessions.
- Where required by the Authority Having Jurisdiction (AHJ), permits shall be required for the location and operation of mobile and temporary cooking operations
- Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with the requirements set forth in 69A-60 and follow NFPA 58 (Liquid Petroleum Gas Code) and 96 (Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations)
- Inspection and approval by the AHJ shall not relieve the mobile food vendor's owner of the responsibility of compliance with the design, construction, installation, alteration, repairs, equipment maintenance, process, and re-location of the mobile food truck
- Inspection and approval shall NOT hold the AHJ responsible for the enforcement of regulations of such other regulatory agencies unless specifically mandated to enforce those agencies regulations
- Cooking equipment that produces grease-laden vapors shall be protected by a fire extinguishing system. Automatic fire-extinguishing systems shall comply with ANSI/UL300 or other equivalent standards and shall be installed in accordance with the terms of their listing, the manufacturer's instructions, and NFPA 17A.
- 
- Trucks with cooking on board must have ventilation hoods with fire suppression systems.
- The hood suppression systems must have current service tag and be in operable condition.
- Each truck must also have portable fire extinguishers with current tag.
- Trucks with Deep fat fryers must also have a TYPE K extinguisher on board with current tag. And at least 16" inches between the fryer and surface flames from adjacent equipment. Or 8" height steel or tempered glass baffle plate installed between fryer and surface flames.
- Any fuel must be carried and stored in an approved container.
- A minimum of 10 feet clearance in all directions from other trucks.
- A clearance of 20 feet from tents or buildings must be maintained.
- Trucks shall not obstruct fire department access to any structure or fire department connection.
- Barrier protection around generators or other heat producing equipment must be provided to prevent burn injuries.
- Cylinders shall be re-tested every 5-12 years in accordance with the manufacturer's recommendations and 49 CFR 180.205.
- Carbon monoxide detector inside the cooking and preparation area.