



COLLIER COUNTY GOVERNMENT  
GROWTH MANAGEMENT DEPARTMENT  
[www.colliergov.net](http://www.colliergov.net)

2800 NORTH HORSESHOE DRIVE  
NAPLES, FLORIDA 34104  
(239) 252-2400 FAX: (239) 252-6358

**TEMPORARY USE PERMIT-SPECIAL EVENT, ETC.**  
LDC sections 5.04.01, 5.04.05, 10.02.06 F, & Code of Laws section 118-131 – 118-155  
Chapter 4 J.6 of the Administrative Code

PERMIT NUMBER TU: \_\_\_\_\_

- Temporary Market Events
- Temporary Sales and Promotional Events
- Temporary Sports, Religious, or Community Event
- Sign Only
- Temporary Seasonal Sales+:  Christmas Trees  Pumpkins

*+Temporary Seasonal Sales can be permitted for a maximum of 5 weeks.*

Permit valid from \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

- Fireworks (As allowed by F.S. Chapter 791, and subject to the issuance of an approved permit by the jurisdictional fire district)

Fireworks permit valid from (select one date range)

- 06/20/20\_\_ to 07/05/20\_\_ OR  12/10/20\_\_ to 01/01/20\_\_

**APPLICANT CONTACT INFORMATION**

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Agent: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**PROPERTY INFORMATION**

Provide a detailed legal description of the subject property covered by the application:

Property ID #: \_\_\_\_\_ Type of Event: \_\_\_\_\_

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

Shopping Center: \_\_\_\_\_ Business Name: \_\_\_\_\_

Description of Proposed Uses: \_\_\_\_\_

Duration of Use: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

**LAND USE INFORMATION**

Provide a narrative describing the impact of the proposed use on adjacent properties (if space is inadequate please provide narrative on a separate sheet attached to the application):

\_\_\_\_\_

**SITE INFORMATION**

**Current Zoning Classification:** \_\_\_\_\_

**Present Use:**  Improved; type of business \_\_\_\_\_  
 Unimproved

**Parking:**  Improved: site diagram indicates a **maximum** of 25% of the vehicular use area to be occupied by the special event temporary structures, equipment and merchandise  
 Unimproved: site diagram indicates designated vehicular use area

**Traffic Safety:** Authorization from the Collier County Sheriff's office may be required for certain events  
 Improved: existing access points are shown on the site diagram  
 Unimproved: proposed access points are shown on the site diagram

**Sanitary facilities:**  Existing facilities will be available. Provide proof of consent by property owner or manager  
 Portable facilities are shown on the site diagram

**Health:** If food is being prepared and/or sold on the site, or if sanitary facilities and/or sewage disposal is involved, you must contact the Collier County Health Department at (239) 252-8200 to determine if an inspection is required.

**Alcoholic Beverages:**  Alcoholic beverages will not be sold or consumed  
 A copy of the Florida Beverage Commission permit is attached

**Security Guard:**  Security will be provided  
 Security will not be provided

**Noise:**  No music or noise proposed  
 Music or noise is anticipated from \_\_\_\_\_  
 Amplified Sound (may require an Amplified Sound Permit)

**Temporary Event Recycling:** Collier County Code of Laws and Ordinances Chapter 118, section 139, requires recycling at events and requires a Recycling Plan be submitted with the Temporary Use Special Event Permit Application for all temporary events:  Temporary Special Event Recycling Plan attached (see page 6 of this application)

**Garbage:** Collier County Code of Laws Chapter 118, section 102, requires a contract with the County's "designated contractor" for garbage. To identify designated contractor for your area call (239) 252-2380.

**Banner or Sign:** Temporary banners or signs shall be allowed subject to LDC section 5.04.06. Applicants are allowed one temporary sign or banner in conjunction with a temporary use permit, two signs are allowed for properties with more than one street frontage. Please note the maximum size of a sign is 32 square feet. Prohibited signs include: wind signs, balloons, streamers, rotating devices and unofficial flags.

## MEDICAL CARE

If the event or gathering is expected to have more than 500 attendees, you must contact the Collier County Emergency Medical Services, the only licensed/authorized pre-hospital medical provider, at 239 252-3740. An Emergency Medical Evaluation will need to be completed to determine if and/or to what extent the event will need on-site medical coverage.

1. Anticipated size of gathering?

< 500  > 500

2. High-risk activities such as sporting, racing, etc.?

Yes  No  Unknown

3. Environmental hazards or extreme heat or cold?

Yes  No  Unknown

4. Average age of crowd <50 or > 50?

Yes  No  Unknown

5. Crowd density/location presents challenges for patient access or transfer to ambulance?

Yes  No  Unknown

6. Alcohol to be sold at the event, or a history of alcohol or drug use by the crowd at prior events?

Yes  No  Unknown

7. Past history of significant number of patient contacts or patients transported to area hospitals?

Yes  No  Unknown

8. Event is in a location that may cause a delay in Emergency Medical Services response?

Yes  No  Unknown

**Other Requirements:** \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

See Chapter 4 J.6 of the Administrative Code for submittal requirements. The following items are to be submitted with the application packet. **Incomplete submittals will not be accepted.**

- Completed Application (download current form from County website)
- A letter, on business letterhead, from the property owner or property manager to the applicant granting permission to utilize the subject property for the event during the requested time period. In the case where a private individual is granting permission, rather than a company, an email from the property owner to County Staff will meet this requirement.
- A site diagram which demonstrates the following requirements:
  - Location of principal structures and parking area.
  - Location of ingress and egress, including any emergency access measures.
  - Location of existing sanitary facilities or portable facilities.
  - Location of temporary structures, equipment, identifying where the merchandise associated with the special event will be sold.
    - The area occupied must not exceed more than 25 percent of the parking area, however, if the 25 percent threshold is exceeded equivalent off-site parking shall be provided. The minimum required number of handicapped parking spaces pursuant to LDC section 4.05.07 shall remain available for use.
    - All temporary structures, equipment, merchandise and parking of vehicles in conjunction with the special event shall be located in a parking lot or open space and at least 10 feet from the property line. All temporary structure, equipment and merchandise shall be removed following the conclusion of each event.
  - Location of lighting and fencing.
- If required, a faithful performance bond to guarantee compliance with the conditions of the permit.
- Temporary Event Recycling Plan, pursuant to Collier County Code of Laws and Ordinances Chapter 118, section 139, or successor sections.
- Solid waste, pursuant to Collier County Code of Laws Chapter 118, section 102, or successor sections.
- No sales, advertising, or other activity related to the special event shall be located in the public right-of-way, in accordance with Code of Laws and Ordinances section 26-1, or successor sections.
- A copy of a current valid Business Tax receipt in the case of a temporary sale, when required by F.S. § 205.13 *et seq.*
- Office of the Fire Code Official's requirements, if applicable:
  - Special Event Permitting Questionnaire/Checklist; and
  - Tent Installation Notification Form.
- Fire Code Office Special Event Permitting Questionnaire/Checklist.

### **Fee Requirements:**

- Temporary Use Permit Special Sales and Events: \$200.00

*All checks payable to: Board of County Commissioners*

The completed application, all required submittal materials and the permit fee shall be submitted to:

Growth Management Department/Planning and Regulation

ATTN: Business Center

2800 North Horseshoe Drive

Naples, FL 34104

Note: Any mechanical rides are subject to approval from the Board of County Commissioners. This permit application is not valid for any outdoor festival, music festival, dance festival, rock festival or similar musical activity at which music is provided by paid or amateur performers or by prerecorded means, which is held at any place other than in a permanent building or permanent installation which has been constructed for the purpose of conducting such activities or similar activities, and to which members of the public are invited or admitted for a charge or free of charge.

## AFFIDAVIT

*By acceptance of this permit, the applicant agrees to defend, hold harmless and indemnify Collier County and its agents from any and all liability which may arise as a result of the issuance of this permit and agrees to conform to applicable provisions of the Collier County Land Development Code.*

*I, \_\_\_\_\_, property owner or property manager of the subject property, permit \_\_\_\_\_ to use the property as described herein during the time period indicated. I understand that LDC section 5.04.05 F establishes the number of event days allowed at a location and I acknowledge I am within the allowable number of event days on this property.*

\_\_\_\_\_  
Property Owner/Manager

\_\_\_\_\_  
Date

### Approval:

This permit does not constitute approvals which may also be necessary under other local, state, and federal regulations, including, but not limited to a right-of-way permit, building permit, fire district permit, Florida Department of Environmental Protection permit, Federal Aviation Administration permit, or Federal Communication Commission permit. Vendors selling food shall meet all local, state, and federal requirements, such as State of Florida's cottage food operation requirements established in F.S. 500.80 as amended and the requirements for Temporary Food Service events established in the Florida Administrative Code 61C-1 and 61C-4 and F.S. 509. This TU permit is issued pursuant to information provided by the applicant.

\_\_\_\_\_  
Planner

\_\_\_\_\_  
Date

# Temporary Special Event Recycling Plan

Please Print Clearly

1. Event Title: \_\_\_\_\_ Phone #: \_\_\_\_\_
2. Recycling Contact: \_\_\_\_\_ Email: \_\_\_\_\_
3. Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_
4. Event Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ a.m. /p.m.
5. Event Finish Date: \_\_\_\_\_ Finish Time: \_\_\_\_\_ a.m. /p.m.
6. Event Location (Attach site map if available): \_\_\_\_\_
7. Event setting:  Indoors  Outdoors  Both
8. Estimated Number of Participants *per day*: \_\_\_\_\_ Total Estimated Number of Participants: \_\_\_\_\_
9. Briefly describe the nature of the event (e.g., craft fair, workshop, dog show, run, etc.) \_\_\_\_\_  
\_\_\_\_\_
10. Number of trash containers: \_\_\_\_\_ Number of recycling containers: \_\_\_\_\_  
(*Note: Ordinance No. 2009-56 requires you to provide one recycling container for each trash container. The recycling containers must be clearly marked and placed in the same locations as the trash containers.*)
11. Materials targeted:  Beverage Containers (plastic bottles and cans)  Cardboard  Clean Paper
12. Number of staffing and/or volunteers for managing recycling at event: \_\_\_\_\_  
(*Keeping trash and recycling from overflowing during your event is important to a successful recycling plan.*)
13. Briefly describe your plan for managing solid waste during the event. Be sure to include, at a minimum, the frequency containers will be checked and emptied, and the location where trash and recycling will be stored during the event. \_\_\_\_\_  
\_\_\_\_\_
14. Recycling hauler contracted:  Yes  No (*Attach contract if available. If not, fax or mail a copy the next business day.*)
15. Recycling to be self-hauled to containers on site  Yes  No (*If yes, attach a completed Self-hauling Certificate.*)
16. Recycling to be self-hauled to a recycling facility:  Yes  No (*If yes, send Self-hauling Certificate and receipt from the recycling facility via fax or mail the next business day.*)

(**Note:** Ordinance No. 2009-56 requires you to submit a copy of your completed self-hauling certificate or invoice from a recycling hauler or receipt from a recycling center within 30 days of your event to the Solid & Hazardous Waste Management Department by fax, postal mail, or email.) **For additional information and assistance, please contact the Collier County Waste Reduction and Recycling Section by phone at (239) 252-2508, or email [jodiwalters@colliergov.net](mailto:jodiwalters@colliergov.net) or [Danaalger@colliergov.net](mailto:Danaalger@colliergov.net).**



## Recycling Guidelines for Temporary Special Events in Collier County

On October 27, 2009, the Board of County Commissioners adopted the Collier County Recycling Ordinance No. 2009-56 mandating recycling at temporary events and venues in Collier County. Thank you for your adherence to this ordinance.

Event Organizers and Venue Manager's in Collier County must provide recycling to vendors, attendees, and participants if recyclable materials (bottles, cans, paper, cardboard, etc.) will be generated at the event. The following guidelines are meant to standardize the availability of recycling services at events. There are several ways to comply with these guidelines, whether you are planning a large event using a contracted hauler, or a smaller event with self-managed trash and recycling. Either way, it should not be a large expense or cumbersome to coordinate. The County's goal is to create an environment where event attendees expect standardized recycling and have access to those services at temporary events and festivals.

### Prior to the Event:

- Complete and submit your Temporary Special Event Recycling Plan with your temporary event permit.
- Determine if self-managing or contracting with the county's franchised waste hauler is best to ensure the proper type and amount of containers are used for hauling trash from the event. Containers must be closed- topped and sealed to prevent leakage.
- Recycling services can be provided by the franchised hauler or an independent recycling hauler.
- Provide a suitable number of recyclable containers to make recycling convenient for all visitors attending the event. One recycling container should be placed next to each waste container in event areas.
- Use proper labeling and placement to maximize recycling.
- Provide recycling information to staff/vendors at meetings and in any written information provided.
- Make sure staff/vendors know where containers are located and what containers are used for, (i.e., cardboard, trash, recycling). This should include both front-of-the-house containers and back-of-the-house containers for proper disposal and recycling.

### Before and During the Event:

- Have emcees announce you have recycling collection containers at your event and encourage participation.
- Promote recycling of items generated at your event, such as cardboard, and beverage containers made of plastic, glass and aluminum.
- Make sure no food or trash is placed in recycling container. Inspect your recycling containers frequently.
- Ensure enough staff and volunteers are available to monitor containers to keep trash and recycling from overflowing.
- Require vendors to separate and flatten cardboard for recycling.

### After the Event:

- Reduce your waste by reusing or donating leftover items and/or food.
- Ensure all recyclables are properly recycled.
- Do not place recyclables in the trash.
- Report the amount of recycling and trash collected at the event to the Collier County Solid & Hazardous Waste Management Department by emailing [DanaAlger@colliergov.net](mailto:DanaAlger@colliergov.net) or calling 239-252-5375.

If you have any questions about these guidelines, or are not sure if you're recycling plan meets this criteria, please feel free to call Dana Alger, Collier County Recycling Specialist, at 239-252-5375.

**TENT INSTALLATION NOTIFICATION**

Installation date: \_\_\_\_\_ Number of tents: \_\_\_\_\_ Dimension (each tent): \_\_\_\_\_

Installation address: \_\_\_\_\_

Tent Company: \_\_\_\_\_

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

Leased by: \_\_\_\_\_ Phone: \_\_\_\_\_

Tent to be used for: \_\_\_\_\_

1. Permits, when required, shall be charged the following fees: Fire Department Inspection fee – \$50.00, Plan Review fee \$50.00. Inspections of any tent less than 1,350 square feet shall be at the discretion of the local authority.
2. Collier County Planning and Regulation requires that a Temporary Use Special Events Permit be obtained for any tent erected in connection with a non-residential use. A separate fee is required from a Temporary Use Special Events Permit, from which non-profit organizations can receive up to two exemptions. This permit may be obtained at the Business Center located in the front lobby of the Growth Management Division, Planning and Regulation building located at 2800 N. Horseshoe Drive. For questions, please call (239) 252-2400.
3. **PERMITS AND INSPECTIONS ARE REQUIRED FOR THE FOLLOWING:**
  - a) All tents in excess of 1350 square feet
  - b) Any tents that are to be used for assembly purposes (NFPA 101 Chapters 12 & 13 generally fifty or more people). Some examples are circuses, shows or performances, dancing, dining, meeting, or any other use in which 50 or more people will be grouped under the tent. These tents shall also meet all the requirements for assembly occupancies.
  - c) All tents under which cooking occurs. (See item #12 below)
  - d) Tents used in conjunction with flammables including but not limited to fireworks, solvents, petroleum products, Christmas trees, etc.
4. All tents require that Florida tagged fire extinguishers be installed, minimum 2A10BC @ 75’ maximum travel distance, additional extinguishers or alternate spacing may be required by the local authority.
5. No driveway, fire lane, fire hydrant, or FDC, etc. shall be blocked by any tent installation.
6. All tents shall be located at least ten feet away from buildings.
7. No smoking shall be permitted in any tent and signs shall be installed to indicate this.
8. All tents that will be used after dark or have sides or walls require lighting and emergency lighting to be installed.
9. Exits and exit ways may not be blocked or obscured by tables, chairs, decorations, etc.
10. A minimum width of three feet is required for all exits and exit ways.
11. No open flames are permitted under any tent, unless approved by the local authority.
12. Food warming devices such as “Sterno canisters” shall be permitted when used with required holders/equipment.
13. Cooking shall be allowed under “cooking only” tents, with appropriate fire extinguishers listed for the intended cooking use.
14. Tents with missing or damaged Proof of flame resistance certification, shall be permanently numbered, replacement documentation shall be clearly marked with the same tent number. This documentation shall be on site and available for review.

**Permit applicant is responsible to fax or deliver this document to the local Fire Department.**

I, \_\_\_\_\_ have been informed of the code requirements for the use of the tent that I have rented; I fully understand what the requirements of use are. Should I have any questions concerning the use, or applicable fire codes I will contact my local fire department for assistance. I further acknowledge that the local fire department may at their discretion, conduct a fire inspection of the tent that I have rented and that I may be held liable for any fines or penalties that may be assessed due to any violations of code or ordinance.

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

**\*Abuse or misuse of this document shall lead to the revocation of this policy, and reinstatement of the original procedures for tent permitting and inspections.**

Big Corkscrew Island Fire Department  
 East Naples Fire Department  
 Golden Gate Fire Department  
 Immokalee Fire District  
 Isle of Capri Fire Department  
 Ochopee Fire Department  
 North Naples Fire Department

Office (239) 455-1204	Fax (239) 455-6497
Office (239) 774-7111	Fax (239) 774-1782
Office (239) 348-7540	Fax (239) 348-7546
Office (239) 657-2111	Fax (239) 657-9489
Office (239) 394-8770	Fax (239) 394-5862
Office (239) 695-4114	Fax (239) 695-3473
Office (239) 597-3222	Fax (239) 597-7082



**Fire Code Office  
Special Event Permitting  
Questionnaire/Checklist**

1. Provide a Site Plan with blow-up of event area(s) layout showing location and sizes of ALL tents, booths, stages and/or other temporary structures, as well as fire department access lanes that may be temporarily blocked and fire department access lanes that remain available for fire department use during the event.
2. What is the proposed clear path distance between and around booths? \_\_\_\_\_(ft.)
3. The local jurisdictional Fire Marshal's Office shall be contacted a minimum of ten working days prior to any outdoor special event being held in accordance with the Special Event Permitting Timeline Requirement called out in the Collier County Fire Prevention and Protection Code Policy and Procedure Manual Article Number SPE 09-1. This 10-working day notice provides the Fire District and applicant an adequate amount of time to coordinate specific fire district requirements and inspections.
  - a) Has the respective Fire District been notified of this outdoor special event yet? YES NO
    - i. If YES, provide Fire District contact name: \_\_\_\_\_
4. Will a trained Crowd Manager/Crowd Manager Supervisor be provided at a ratio of 1 per 250 occupants? YES / NO
  - a) If NO, this requirement shall be addressed and coordinated with the local jurisdictional Fire Marshal's Office a minimum of 10-working days prior to the outdoor special event being held pursuant to the Special Event Permitting Timeline Requirements called out in Collier County Fire Prevention and Protection Code Policy and Procedure Manual Article Number SPE 09-1.
5. Will there be preparation and dissemination of food at this event? YES\_\_\_\_\_ / NO\_\_\_\_\_
  - a) If YES, what equipment will be used to prepare food? Check all that apply
    - i. Grill\_\_\_\_\_ (charcoal), (LPG), (electric)
    - ii. Flat top or Griddle\_\_\_\_\_(LPG), (electric)
    - iii. Salamander\_\_\_\_\_
    - iv. Pizza Oven\_\_\_\_\_
    - v. Deep Fryer\_\_\_\_\_
    - vi. Other (please identify) \_\_\_\_\_
  - b) If YES, what kind of extinguishing equipment is being utilized? Check all that apply
    - i. Fire sprinklers\_\_\_\_\_
    - ii. Other fire suppression system\_\_\_\_\_
      - a. Foam system \_\_\_\_\_
      - b. Carbon dioxide \_\_\_\_\_
      - c. Dry chemical \_\_\_\_\_
      - d. Wet chemical \_\_\_\_\_
      - e. Water mist \_\_\_\_\_
      - f. Clean agent \_\_\_\_\_
    - iii. Portable fire extinguishers\_\_\_\_\_

NOTE: Number, type and capacity of extinguisher(s) to be determined by the local jurisdictional fire district.