



CITY OF MIAMI
OFFICE OF THE CITY MANAGER
444 S.W. 2nd Avenue, 4th Floor, Miami, FL 33130
Telephone No. 305.416.1499

TEMPORARY EVENT AND OCCUPANCY PERMIT PROCEDURE

Step 1. Contact a Zoning or Neighborhood Enhancement Team representative to discuss the proposed event so that he/she can provide you with a Temporary Event and Occupancy Permit application and the required documents. Application must be submitted at least 30 days prior to the event date. Application fee is non-refundable.

Step 2. Obtain a lien search from the Department of Finance. Any outstanding liens must be satisfied and proof of compliance must be submitted with the Temporary Event and Occupancy Permit Application.

Obtain a lien search from the Office of Hearing Boards. Any outstanding Code Enforcement violations or liens must be satisfied and proof of compliance must be submitted with the Temporary Event and Occupancy Permit application.

Step 3. Complete the Temporary Event and Occupancy Permit application. **Only completed and paid applications will be reviewed by the Departments.** Therefore, to ensure that the application is complete, the following items are required:

- Enter all the information on the applicant portion of the application.
- Sign and notarize the application and the Indemnification/Hold Harmless Affidavit.
- Attach two (2) site plans/floor plans 11"x17" mechanically drawn to 1/4" scale with name and address of where the event is going to take place, showing the property boundaries, existing and proposed structures, parking, landscaping, etc. as per Chapter 62, Article XIII of the City Code.
- Answer the Fire Department questionnaire.
- Specify on the Temporary Event and Occupancy Permit notification letters the event, date, time, and nature of the application.
- Attach the original certified mail receipts and copies of the notification letter that you mailed (a draft of the letter is provided in the package). **Note: the Temporary Event and Occupancy Permit requires that the applicant notifies the adjacent property owner(s), the District Commissioner, and registered associations of the area.**

Step 4. Submit the Temporary Event and Occupancy application and payment of fee to your local NET Office. (Please see list of NET Offices attached).

The NET Offices will accept the payment, issue a receipt number, and will process the application for you. **Departments will not accept applications directly from applicants.**



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Once the completed Temporary Event and Occupancy Permit application is reviewed by all appropriate departments, the application is submitted to the Office of Zoning for final approval by the City Manager or his designee. The Office of NET will contact you to pick up the permit or the permit can be e-mailed to you upon final approval.

Step 5. Once the permit is approved, you may proceed to obtain a certificate of use, business tax receipt, or building permit, **if applicable**.

Step 6. Please note that any temporary sign or banner may require a separate permit.

NOTICE INSTRUCTIONS TO APPLICANT

PLEASE FILL OUT THE ATTACHED NOTIFICATION FORM.

ONCE FILLED OUT, THIS FORM MUST BE INITIALED FOR APPROVAL AS TO CONTENT BY A CITY OF MIAMI ZONING OR NET STAFF MEMBER. NOTICES THAT ARE MAILED PRIOR TO BEING APPROVED MAY RESULT IN THE CITY REQUIRING THAT THE NOTICES BE RE-SENT.

ONCE APPROVED BY STAFF, THE FORM MUST BE MAILED BY CERTIFIED MAIL TO THE FOLLOWING RECIPIENTS:

- **ALL REGISTERED NEIGHBORHOOD AND HOMEOWNER ASSOCIATIONS WITHIN THE NET DISTRICT OF THE SUBJECT PROPERTY**
- **THE NET OFFICE THAT CORRESPONDS TO THE SUBJECT PROPERTY**
- **THE COMMISSIONER'S OFFICE THAT CORRESPONDS TO THE SUBJECT PROPERTY**
- **THE ABUTTING PROPERTY OWNERS TO THE SUBJECT PROPERTY.**

COPIES OF ALL NOTICES AND THE ORIGINAL POST OFFICE RECEIPTS THAT SHOW ALL SUCH NOTICES WERE SENT MUST BE SUBMITTED TO THE CITY ALONG WITH YOUR PERMIT APPLICATION.

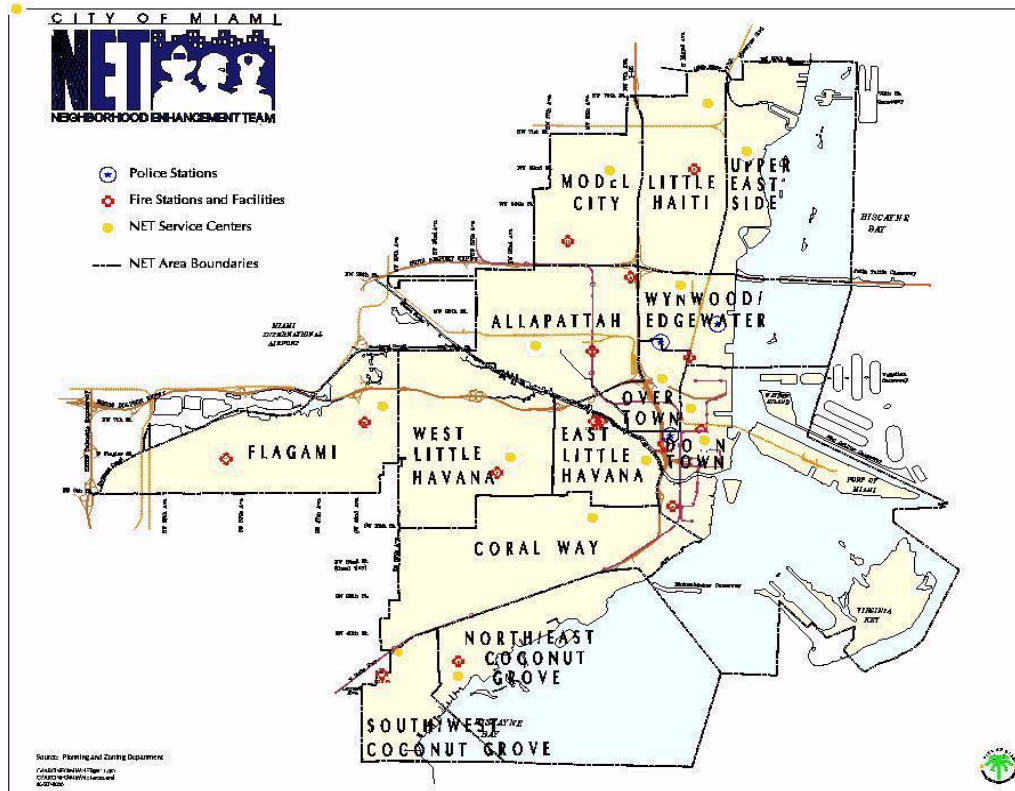
FAILURE TO PROVIDE ADEQUATE NOTICE MAY RESULT IN THE CITY REQUIRING THAT THE NOTICES BE RE-SENT.

PERMIT APPLICATIONS, INCLUDING ALL APPLICATION MATERIALS AND PLANS (IF APPLICABLE) MUST BE FILED WITH THE APPROPRIATE DEPARTMENT WITHIN 5 WORKING DAYS OF WHEN THE NOTICES ARE MAILED. FAILURE TO FILE WITHIN THE 5 DAY PERIOD WILL RESULT IN NOTICES HAVING TO BE RE-SENT.



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NET - NEIGHBORHOOD ENHANCEMENT TEAMS



NET SERVICE CENTER	LOCATION	TELEPHONE # / FAX #
NET Administration	444 SW 2 nd Avenue, 10 FL	305.416.2118 / 305.416.1970
Upper Eastside	6599 Biscayne Boulevard	305.795.2330 / 305.795.2333
Little Haiti	6301 NE 2 nd Avenue	305.960.4660 / 305.960.4669
Model City	1000 NW 62 nd Street	305.795.2303 / 305.793.2322
Allapattah	1901 NW 24 th Avenue	305.575.5128 / 305.575.5129
Overtown	1490 NW 3 rd Ave #112-B	305.372.4550 / 305.372.4553
Little Havana	151 NW 27 th Avenue	305.960.4650 / 305.960.4659
Flagami / West Flagler	5135 NW 7 th Street	305.960.2890 / 305.960.2899
Coconut Grove	2820 McFarlane Road	305.960.4670 / 305.960.4679
Wynwood	101 NW 34 th Street	305.960.2904
Downtown	900 South Miami Avenue	786.472.5939
Coral Way	1415 SW 32 nd Avenue	305.960.5131



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APPLICATION FOR TEMPORARY EVENT AND OCCUPANCY PERMIT

RECEIPT # _____

Permit# _____

It is intended that Temporary Event and Occupancy Permits be required where specified uses or characteristics of use are not related to the typical use of the property and are of a nature requiring mandatory technical determinations or reviews to establish special conditions and safeguards. In general, such determinations and review will normally be by agencies or officers other than the City Manager and may involve matters such as design for traffic, parking and loading facilities, health and environmental considerations, and legal determinations.

The City Manager or designee shall be responsible for the administrative and processing of applications for Temporary Event and Occupancy Permits and for determinations thereon.

Applicant Name _____ Address _____

City / State / Zip _____ Phone / E-mail _____

I (name and address above), the property owner or agent of the subject property, hereby applies to the City Manager of the City of Miami for approval of a Temporary Use and Occupancy Permit under the provisions of Chapter 62, Article XIII of the City Code.

Description of Event (Please check one) :	<table border="1" style="width: 100px; height: 100px;"> <tr><td style="height: 30px;"></td></tr> <tr><td style="height: 30px;"></td></tr> <tr><td style="height: 30px;"></td></tr> </table>				<p>A Temporary Event limited to only two (2) events per year, two (2) weeks each on private property. The application fee is \$253.50 per permit.</p> <p>A Temporary Event limited to only ten (10) events per year, two (2) weeks each on public property. The application fee is \$253.50 per permit.</p> <p>A Temporary Use and Occupancy Permit limited to a two (2) year period. The application fee is \$503.50 per permit.</p>

Zoning District: _____

Address of property: _____

Nature of proposed use including costs of admission, inventory value, number of seats, number of employees, etc. as applicable (please attach a separate sheet of paper if necessary): _____

Date and time of event: _____



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I attach the following in support or explanation of this application:

a) Legal description of property, survey, and floor plan.

b) **Site plan:**

Showing (as required) property boundaries, existing and proposed structure(s), parking, landscaping, screening, etc., with dimensions and computation of lot area, floor area ratio, lot coverage, etc.

c) Fee of \$_____.

d) Affidavit.

e) Notification of adjacent property owners, District Commissioner, and registered associations with original receipts.

f) Fire Department review questionnaire.

g) Authorization if City property.

h) Lien Searches from Department of Finance and Office of Hearing Boards.

i) Other: _____.

Subject to all conditions and limitations of Chapter 62, Article XIII of the City Code. If appealed, the applicant must furnish full ownership disclosure.

Before me, the undersigned authority, authorized to administer oaths and take acknowledgements personally appeared:

(Name of applicant)

who, after being first duly sworn upon oath deposes and says that he/she is the applicant for this Temporary Event or Occupancy Permit and that he/she has made and read the foregoing application and that the statements therein contained are true and correct and acknowledges that he/she will be subject to requirements and limitations of Chapter 62, Article XIII of the City Code as amended.

Signature

Sworn and subscribed to before me this _____ day of _____, 2014.

Notary Public, State of Florida at large

My Commission Expires



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NET recommendations: Approval
 Approval with Conditions (*see below*)
 Denial

Name _____ Date _____ Signature _____

Police: (Special Events)	Police: (Commander)
Name.....	Name.....
Date.....	Date.....
Signature.....	Signature.....

Approval
 Approval with Conditions (*see below*)
 Denial

Finance recommendations: Approval
 Approval with Conditions (*see below*)
 Denial

Name _____ Date _____ Signature _____

Public Works recommendations: Approval
 Approval with Conditions (*see below*)
 Denial

Name _____ Date _____ Signature _____

Solid Waste recommendations: Approval
 Approval with Conditions (*see below*)
 Denial

Name _____ Date _____ Signature _____

Code Enforcement recommendations: Approval
 Approval with Conditions (*see below*)
 Denial

Name _____ Date _____ Signature _____



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Building recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name _____ Date _____ Signature _____

Fire recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name _____ Date _____ Signature _____

Zoning recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name _____ Date _____ Signature _____

Planning recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

(Only for construction related TUP i.e. Temp. Trailers & Fences)

Name _____ Date _____ Signature _____

City Manager (or designee) findings:

- Approved
- Approved with Conditions (*see below*)
- Denied

Name _____ Date _____ Signature _____



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**TEMPORARY USE AND OCCUPANCY PERMIT
NOTIFICATION LETTER**

You are hereby notified that an application will be submitted by the above to the Office of the City Manager of the City of Miami for approval of a Temporary Event or Occupancy under the provisions of Chapter 62, Article XIII of the City Code, for the following purpose:

NOTIFICATION TO:		DATE:	
ADDRESS:			

NAME OF APPLICANT	
STREET ADDRESS	
CITY, STATE, ZIP CODE	

SUBJECT PROPERTY	
------------------	--

DATE / DURATION	
NUMBER OF PERSONS EXPECTED TO ATTEND	
DESCRIPTION OF EVENT	

This application will be reviewed for approval for a Temporary Event or Occupancy Permit. Consequently, the City Manager or his designee will have on file all documents, plans, and supporting materials pertaining to this proposal. Should you wish to review this file, it will be made available to you after submittal and upon your request at the City of Miami Office of Zoning, Miami Riverside Center, **444 SW 2nd Avenue, 4th Floor, Miami, FL 33130**. For an appointment, please call at **(305) 416-1487**.

The Office of the City Manager will take into consideration any comments you may have about the proposal; however, such comments will not be binding upon the decision of the City Manager or his designee.

The final decision of the City Manager may be appealed pursuant to provisions set forth in **Chapter 62, Article XIII of the City Code** within fifteen **(15)** days of the date of issuance of the Permit by filing a written appeal and appropriate fee with the Office of Hearing Boards located at **444 SW 2nd Avenue, 3rd Floor, Miami, FL 33130**. For an appointment, please call **(305) 416-2030**.

*The City Code requires that all **abutting property owners** and **registered Neighborhood or Homeowners Associations** be notified of **this Permit** application in an approved notification form as set forth in **Chapter 62 of the City Code**.*

OFFICE OF ZONING OR NET ADMINISTRATOR SIGNATURE: _____ DATE: _____



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**INDEMNIFICATION / HOLD HARMLESS
 AFFIDAVIT**

DATE: _____

RE: PROPERTY(S) LOCATED AT:

DATE
 APPROVED _____

TO: CITY OF MIAMI, FLORIDA
 ATTN: ZONING ADMINISTRATOR
 444 SW 2 AVENUE
 4TH FLOOR
 MIAMI, FL 33130

 City Manager or Designee

FROM: _____
 Legal owner of the above property.

The undersigned hereby affirms that he/she is the legal owner of the above-referenced property. Furthermore, the undersigned hereby acknowledges that he/she has heretofore made application(s) for and received approval from the City of Miami, Florida, for the following:

Temporary Permit #14-____ On___/___2014 by Office of Zoning
 (Date approved) (City dept. / City commission)

Temporary Permit #14-____ On___/___2014 by Office of Zoning
 (Date approved) (City dept. / City commission)

In connection with the foregoing, the undersigned is hereby requesting the City of Miami, Florida, to issue a building permit(s) for the construction of the following described improvement(s) on the property prior to the expiration of the deadline for the applicable appeal period:

The undersigned understands that in connection with the above-referenced property the applicable appeal period deadline(s) for the above mentioned approval(s) is/are as follows:

___ / ___ /2014.

In consideration of the City of Miami, Florida agreeing to issue a building permit(s) to the undersigned as herein requested, the undersigned agrees as follows:



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INDEMNIFICATION / CITY OF MIAMI HOLD HARMLESS AFFIDAVIT

Permit #14-_____

- (a) Pay all actual or estimated permit costs and other applicable City regulatory fees associated with the improvements requested to be built prior to issuance of any building permits by the City of Miami;
- (b) Acknowledge he/she is proceeding at his/her own risk and hereby agrees to assume all responsibility and to indemnify, defend, and hold harmless the City, its officers, agents, and assigns in connection herewith;
- (c) Immediately cease all construction on the property if an appeal is filed within the above stated appeal period;
- (d) Acknowledge that the City may impose conditions on approval which are required by State, County, or City laws and regulations that are otherwise necessary to insure the public health, safety, and welfare of the citizens of the City of Miami, Florida; and that the City may enforce the terms of this affidavit by its issuance of the building permit(s);
- (e) Acknowledge that the issuance of building permit(s) to the undersigned is not a grant of any vested right whatsoever for use, or completion of construction on the property; and
- (f) Indemnify, defend, and hold harmless the City, its officers, agents, and assigns from any claims, demands, liabilities, losses, causes of action of any nature whatsoever arising out of or in connection with the permit(s) issued or any part thereof, from and against all costs, fees, expenses, liabilities, any orders, judgments, or decrees which may be entered, and from and against all costs for attorneys' fees, expenses and liabilities incurred in the defense of such claim or in the investigation thereof.

Print Owner's Name

Owner's Signature

(STATE OF FLORIDA
COUNTY OF MIAMI-DADE)

The undersigned instrument was acknowledged before me this ____ day of _____, 2014. He/she has personally appeared before me and is known to me or has produced _____ as identification and did (did not) take an oath.

Name:
Notary Public –State of Florida
Commission no:
My commission expires:



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FIRE DEPARTMENT QUESTIONNAIRE – Please answer all of the questions below so that the Fire Department can review the application.

1. How many people will be attending the event?
2. Is the address of the event shown on all the plans?
3. Is the name and dates of the event shown on all plans?
4. Did you provide a site plan and location sketch for this event?
5. Did you provide detailed dimensioned plans for the event?
6. Do the plans clearly identify the number and arrangement of exits?
7. Do the plans show several remote exits for the event?
8. Do the plans clearly identify the exit discharge path from all exits to a public street?
9. Did you provide flame spread certification for any temporary tents?
10. Are dimensions and words on the plans large enough to read?
11. Are the plans at least 1/8" or 1/4" scale?
12. Have you clearly identified any life safety risks (hazardous materials or processes, cooking, generators) on the plans?
13. Have you obtained written permission from the Fire Marshal for serious life safety risks (indoor fireworks, allowing vehicles inside of buildings, allowing festival seating inside a building) prior to plans approval?
14. Have fire inspectors or paramedics been assigned to the event?
15. Have police officers been assigned to the event?
16. Have you obtained written permission from the police to block any public street?
17. Have you obtained written permission from the Fire Marshal for fireworks after 11:00 PM?
18. Are there any fire sprinklers on the property?
19. Are there any fire alarms on the property?
20. Does the property have panic hardware?