

# DEPARTMENT OF GROWTH AND ENVIRONMENTAL MANAGEMENT



## Renaissance Center

435 North Macomb Street  
Tallahassee, Florida 32301  
[www.leonpermits.org](http://www.leonpermits.org)

---

### Development Services, Fire Safety Office, Sheriff's Office, Health Department, & Building Permit Application Requirements

## TEMPORARY USES and EVENTS

Leon County staff, in cooperation with Tallahassee Fire Department, and Florida Department of Health is committed to processing permit applications in the shortest time possible. In order to prevent delays in processing, applicants must furnish *all* of the required documents before processing of the permit application can begin. Staff is available to answer any questions regarding application requirements.

This handout provides a detailed explanation of permit application requirements for outdoor events and events in temporary structures, intended to accommodate attendance of 250 or more persons. For your convenience, and to reduce permit review time, you may visit the Fire Safety Office, the Sheriff's Office, and the Health Department with your application documents and request their review prior to submitting the application to our office at 435 North Macomb Street, Tallahassee, Florida, 32301. Once this office receives an application reviewed by these agencies, in many cases, your permit can be reviewed and issued within 24 hours.

### TELEPHONE NUMBERS

SHERIFF'S OFFICE	922-3300
TALLAHASSEE FIRE SAFETY OFFICE	891-6631
DEVELOPMENT SERVICES	606-1300
FDH/LEON COUNTY HEALTH UNIT	488-3003

The following pages contain valuable information on permitting a temporary use or event. Becoming familiar with this material will save you time and money.

## TEMPORARY USES / EVENTS

---

### TABLE OF CONTENTS

	PAGE
DOCUMENTATION AND INFORMATION CHECKLIST	3
ZONING REQUIREMENTS	3
STEP 1: COLLECT AND PREPARE REQUIRED INFORMATION AND DOCUMENTS	4
STEP 2: TEMPORARY BUILDING PERMIT APPLICATION	4
STEP 3: DEVELOPMENT SERVICES PERMIT REVIEW	5
STEP 4: FIRE AND BUILDING INSPECTIONS	5

## TEMPORARY USES / EVENTS

---

### DOCUMENTATION AND INFORMATION REQUIREMENTS CHECKLIST

- \_\_\_\_\_ 1. Parcel identification number
- \_\_\_\_\_ 2. Site plan
- \_\_\_\_\_ 3. Temporary location address
- \_\_\_\_\_ 4. Document from owner granting permission to use land/facilities for event
- \_\_\_\_\_ 5. Emergency access for fire and police
- \_\_\_\_\_ 6. Flame-proof certificates for all tents/canopies
- \_\_\_\_\_ 7. Zoning approval from Development Services
- \_\_\_\_\_ 8. Document from Fire Department approving life safety issues
- \_\_\_\_\_ 9. Document from Sheriff's Office approving traffic, parking, and security issues
- \_\_\_\_\_ 10. Documentation of County Emergency Medical Service approval for medical issues
- \_\_\_\_\_ 11. Health Department approval for sanitary facilities
- \_\_\_\_\_ 12. Electrical contractor's (or other contractors) license numbers
- \_\_\_\_\_ 13. Construction contract information\*
- \_\_\_\_\_ 14. Bond analysis and information\*
- \_\_\_\_\_ 15. Environmental Permit Application\*
- \_\_\_\_\_ 16. Building/Environmental Permit Application (lower impact, blue copy)
- \_\_\_\_\_ 17. Application fees

\* Items 13, 14, and 15 are only required for off-site construction staging areas

### ZONING

- A. Temporary uses, or events are not allowed in the following residential zoning districts: Residential Preservation (RP), Manufactured Home Park (MH), Residential Acre (RA), Single Family Detached Residential (R-1), Single Family Detached Residential (R-2), Single and Two-Family Residential (R-3), Single, Two-Family, and Multi-Family Residential (R-4), or Manufactured Home and Single Family Detached (R-5).
- B. Temporary Uses, or events are also not allowed in the following zoning districts when the districts are *used entirely for residential purposes*: Rural (R), Urban Fringe (UF), Rural Community (RC), Woodville Rural Community (WRC), Lake Talquin Recreation/Urban Fringe (LTRUF), Lake Protection (LP), and Office Residential (OR-1), (OR-2), and (OR-3).
- C. Buildings must be set back from each residential property line a minimum distance of five hundred (500) feet, regardless of zoning district.
- D. Buffers: Under certain conditions, such as an outdoor event next to a different type of land use, buffers may be required. If you are required to install or preserve a buffer, staff will notify you prior to issuing the permit.

## TEMPORARY USES / EVENTS

---

### FOUR STEPS TO OBTAINING PERMITS FOR A TEMPORARY USE/EVENT

#### STEP 1: COLLECT AND PREPARE REQUIRED INFORMATION AND DOCUMENTS

- \_\_\_\_\_A. **Parcel Identification Number.** Must be the current ID number for your parcel of land and can be obtained from the Property Appraiser's Office or from your most recent ad valorem (property) tax notice.
- \_\_\_\_\_B. **Site Plan.** A site plan is a scale drawing of your property. The site plan must include the following information:
- \_\_\_\_\_1. North directional arrow.
  - \_\_\_\_\_2. Indicate whether property is a corner or interior lot.
  - \_\_\_\_\_3. Property boundary lines.
  - \_\_\_\_\_4. Location of *all* existing permanent and proposed temporary structures and their distances from the property line and each other.
  - \_\_\_\_\_5. Location of drive aisles, parking spaces, and emergency exits.
  - \_\_\_\_\_6. Location of staging, seating, or other public assembly areas.
  - \_\_\_\_\_7. Location of any fill material.\*
  - \_\_\_\_\_8. Limits of clearing activity.\*
  - \_\_\_\_\_9. Location of grading activity.\*
  - \_\_\_\_\_10. An arrow indicating the direction of any slopes.\*
  - \_\_\_\_\_11. Location of all natural or constructed water conveyance features, such as ravine, ditch, swale, culvert, canal, stream, or springs/seeps.\*
  - \_\_\_\_\_12. Location of special development restrictions, such as easements, natural areas required undisturbed, or land use buffers.\*

Note: \* Required for off-site construction staging areas and other large projects.

- \_\_\_\_\_C. **Complete directions to the site of the planned event and contact person to call for additional information.**

#### STEP 2: TEMPORARY BUILDING PERMIT APPLICATION

##### PERMIT TECHNICIAN

- \_\_\_\_\_A. Take all information, including the Data Sheet, and the completed application forms with appropriate fees to the receptionist for assignment to a Permit Technician.
- \_\_\_\_\_1. The Permit Technician will review your application for completeness and will advise you if any additional materials are required.
  - \_\_\_\_\_2. If your applications are complete, you will be notified when your permits are ready.
- \_\_\_\_\_B. The Permit Technician will answer any questions on permit application requirements. The Permit Technician will need your Parcel Identification Number in order to forward your

## **TEMPORARY USES / EVENTS**

---

application for review. During this step, the Permit Technician can schedule a Quick-Turn Permit if requested by the applicant.

### **STEP 3: DEVELOPMENT SERVICES PERMIT REVIEW**

- \_\_\_\_\_A. During the routing of your permit, Development Services staff will review your application for the proper documents and certifications required to permit a temporary use, structure, or event, consistent with the Leon County Land Development Regulations (LDRs).

### **STEP 4: INSPECTIONS**

- \_\_\_\_\_A. The Fire Safety Office will arrange an inspection of your event/use with you. This inspection is required before the event can begin.
- \_\_\_\_\_B. The Building Inspector may also visit the site if temporary electrical service is provided, or temporary structures are constructed.
- \_\_\_\_\_C. It is your responsibility to arrange the above inspections.