



Temporary Special Event Permit Application

All applications are to be filled out completely. The application shall be submitted IN PERSON to the City of St. Petersburg's Zoning Counter, located on the 1st floor of the Municipal Services Building, One 4th Street North.

I. GENERAL INFORMATION		
Business Name:		
Street Address:		
City, State, Zip:		
Telephone No.:		
Email Address:		
Applicant Name (Point of Contact):		
Street Address:		
City, State, Zip:		
Telephone No.:		
Email Address:		
II. PROPERTY INFORMATION		
Property Owner Name:		
Street Address:		
Parcel ID#(s):		
III. AREA OF OPERATION		
The event will be:		
One day	Two Day	Three Day
Set Up Date:		
In a Public Park	On Private Property Indoor Only	On Private Property Indoor/Outdoor
The event will feature:		
Alcohol to be served (City police officers are required prior to approval for outdoor alcohol sales)		
Street Closure (street closure to be approved by City of St. Petersburg Police Dept prior to approval)		

Temporary special events involving the distribution and sales of alcoholic beverages require separate State of Florida Alcoholic Beverage and Tobacco and City of St. Petersburg permit applications. In the event the distribution of alcoholic beverages is to take place in an outdoor space (Partially closed or Unenclosed), Officers from the City of St. Petersburg Police Department are required to be procured for the event prior to the submission of a "Non-Profit/Temporary Extension of Premise Alcoholic Beverage Application". Under NO EXCEPTIONS will a permit be approved without procured police officers.

Temporary Use Site Plan

Each application is required to legibly provide a site plan, survey or aerial for each temporary use or temporary event. Site plan, survey or aerial for temporary uses shall identify all proposed structures on the site and delineate what the temporary use is (docks, storage sheds, pools, etc.). Site plan, survey or aerial for events shall include the locations of tables, booths/tents, trash receptacles, fencing, stages, enclosures, speakers, portlets, food/ beverage stations, signage, entrances and exits, ADA access points and essential emergency personnel stations. Site plan, survey or aerial are to be provided at the time of permitting. No application shall be reviewed without this requirement.

Temporary Use Permit

As accessory structures, uses, and site improvements may not remain in the absence of a permitted principal use or structure housing a principal use; a temporary use permit may be used to keep existing improvements during active demolition and reconstruction. Temporary use permits requesting to retain existing structures during demolition and reconstruction may remain valid for a combined maximum of 120 days. This permit requires existing structures to be enclosed with six-foot fencing, construction timelines, and terminated utilities (unless otherwise permitted). Additionally, narrative letters from property owners accepting full liability and forgoing usage of the retained structures until an active reconstruction permit has received a Certificate of Occupancy for a new principal use. Reconstruction permits are required to be applied for prior to the approval of this permit. The diagram below or a separate attachment may be used for a site plan.

Applicant Certification (Signature of Event Coordinator/ Authorized Agent Required)

I hereby certify and affirm that I have read, comprehended, and completed this application. That all information provided for temporary event/use permitting is clearly and accurately presented to the best of my knowledge and belief. I agree to comply with all applicable ordinances, statutes, laws, and requirements. I affirm that compliance with county and municipal ordinances/regulations shall be maintained before, during, and after the duration of the temporary special event/temporary use. I further understand that failure or any unauthorized deviation from compliance with this approval and any of the requirements specified or applicable shall result in the immediate invalidation of this Temporary Use/ Temporary Special Event Permit.

Applicant/Designated Signee Name (Printed):

Applicant/Designated Signee Signature:

Date: _____