



Miramar | Building Division

Community & Economic Development Department
 2200 Civic Center Place | Miramar, Florida 33025
 Tel: 954.602.3200 | Fax: 954.602.3635
 www.miramarfl.gov

Special Event Application Package

Who Can Apply (A)

- A. Licensed Contractors:** Permit can be issued to **Licensed Contractors** properly registered in the Community Development - Building Division. Contractors shall provide all required applications properly signed and notarized.
- B. Property Owner or Leaseholder:** Permit can be issued to Property Owner or Leaseholder (Commercial Tenant) providing the following: Proof of ownership or tenancy (Recorded Warranty Deed, Property Tax Statement or Contract Lease).

Required Documents

- Approval of the Temporary Use Permit (T.U.P.) from Planning & Zoning Division.
- Approval from Miramar Fire Dept. (See attached application forms)
- All required permit applications based on the scope of work (Structural, Plumbing, Electrical). Based on the scope of work, you may need to make extra copies of the Broward Standard Permit application.
- Permit application from Miramar Fire Dept.
- Owner-Builder Disclosure Statement. (If application is by property owner or leaseholder only).
- Job Contract signed by both parties (Contractor & Owner). Contract Value shall include labor & materials.
- Three (3) sets of plans consisting of the following documents:
 - Full Scalable Site Plans (3) indicating locations for tents. **On the site plans shall be provided with detailed dimensions and locations for all proposed structures.**
 - Anchoring details (3) sets of plans and anchoring details for the tents signed & sealed by Professional Engineer. Engineered details shall be original signed & sealed by the Professional Engineer.
 - Samples of fabric (3) for the tents with three (3) Certificates of Flame Resistance.

Note: Food permit FBC 105.1.3. As per Section 500.12, Florida Statutes, a food permit from the Department of Agriculture and Consumer Services is required of any person who operates a food establishment or retail store. **Also, read carefully the requirements from Miramar Fire Dept. (See attached forms)**

ATTENTION APPLICANTS

IT'S THE RESPONSIBILITY OF ANY APPLICANTS TO PROVIDE SANITARY FACILITIES AT SITE DURING THE EVENT.

Application reviewed by	● Zoning ● Fire Dept. ● Electrical ⁽¹⁾ ● Plumbing ⁽²⁾ ● Structural (1) If Electrical Generator is required. (2) If Portable Toilet is required
Required Inspections	● Fire Marshal: B801 ● Final Electrical ⁽¹⁾ : B910 ● Plumbing ⁽²⁾ : B931 ● Final Building: B999 (1) If Electrical Generator is required. (2) If Portable Toilet is required

Miramar Fire Department



Permit Fee: _____
Inspection Fee: _____

Not valid without approval stamp

“To Protect, Serve And Educate Our Community with Pride and Professionalism”

PERMIT APPLICATION

PLEASE PRINT OR TYPE (BLUE OR BLACK INK ONLY) NO CORRECTION FLUID ALLOWED
RETURN COMPLETED APPLICATION AND FEE TO: 14801 SW 27th Street, Miramar FL 33027
OR EMAIL COMPLETED FORM TO: miramarfire@miramarfd.org

In accordance with the provisions set forth in the City of Miramar Fire Dept. guidance document for Special Events Permit, this application is hereby made by:

Company Name: _____ Date of Application: _____
Address: _____ City: _____ Telephone: _____
Company Representative: _____ Cell #: _____ Email: _____
After Hours Telephone: _____ Contact Person: _____

Applicant Name: _____ Title: _____ Driver's License #: _____
Home Address: _____ Telephone: _____ Cell #: _____

Emergency Contact: _____ Telephone: _____
Address: _____ City: _____ State: _____

Event Site: _____ Floor Area: _____
Effective Date: _____ Expiration Date: _____
Time of Event: _____
Event Supervisor: _____ Cell #: _____ Email: _____
Promoter's Name: _____ Cell #: _____ Email: _____

Description of Event & Expected Attendance: _____

Please select from the following items (If applicable):

- Amusement Ride(s) (If so, how many?) _____ Bounce House(s) (If so, how many?) _____
- Cooking: On-site Open Flames Off-site Food Truck(s) (If so, how many?) _____
- Live Entertainment: Stage(s): (If so, how many?) _____ Size(s) _____ / _____ / _____ / _____
- Pyrotechnics: Outdoor Indoor (If so, what is the duration of the show?) _____
- Tent(s): (If so, how many?) _____ Size(s) _____ / _____ / _____ / _____ / _____ / _____
- Canopy(s): (If so, how many?) _____ Size(s) _____ / _____ / _____ / _____ / _____ / _____

Additional Information: _____

THE FIRE MARSHAL OR HIS DESIGNEE RESERVES THE RIGHT TO CALL IN EXTRA PERSONNEL IF CONDITIONS WARRANT.

Any unforeseen condition that presents a fire hazard or would contribute to the spread of fire, or would delay or interfere with the rapid exit of persons from the venue or would interfere with or delay the extinguishment of a fire and which is not otherwise covered by this document shall be immediately abated, eliminated or corrected as ordered by the Fire Marshal, Chief Fire Officer or his designee.

THE FIRE MARSHAL RESERVES THE RIGHT TO REVOKE ANY PERMIT

Whenever conditions warrant the public protection or other safety precautions make such actions necessary to safeguard the health, safety, or welfare of the public

Contact the Fire Life Safety Bureau to provide the required information. For assistance, please contact the Bureau at:
Tel. (954) 602-4802 or miramarfire@miramarfd.org For Emergencies Dial: 911



CITY OF MIRAMAR FIRE DEPARTMENT
SPECIAL EVENTS,
TENT, OUTDOOR EVENTS AND CARNIVAL GUIDELINES

In reference to a request for SPECIAL events: the City of Miramar Fire Life Safety Bureau requirements are as follows:

1. A Life Safety Evaluation performed to provide an assessment of the conditions as listed per The Florida Fire Prevention Code Sec 12-4.

Prior to event approval the following shall be required:

- **Fire Life Safety Permit fully executed**
- **Proof of event coverage by City of Miramar Fire Rescue Special Event unit**
(The minimum number of units required is ONE (1), comprised of three (3) fire rescue personnel. Additional units may be required dependent on type, size and hazards of the event).

2. Provide a clear and understandable “Site Plan Drawing” of the area to be used for the event:

Plans must show:

- Area, Fence, and or Tent dimensions if one is used, door width and details.
- Show main entrance/exit
- Show tent location or location of Concessions on the Site Plan.
- If seating is provided seat separation of 16in where fourteen (14) or more seats are in one (1) row.
- Show 44in. Aisle width.
- Show source of power and location.
- Show hours of operation.
- Show adjacent structures
- Show access routes and streets
- Street closures must show adjacent buildings, entry ways, parking lot locations and any possible impact expected to traffic flow.

GENERAL CONDITIONS FOR EVENT

All promoters, event coordinators, etc. shall adhere to the Fire Life Safety Bureau’s conditions outlined below:

1. Provide and maintain proper lanes for emergency vehicle access to event area. Keep all automotive equipment and combustion engines 100 feet from any tent. Automotive equipment that is necessary for the event shall not be parked closer than twenty (20) feet from the tent.
2. All fire exits, fire escapes, exit ways must be kept open unblocked and unobstructed. An unobstructed passageway of not less than twelve (12) feet in width and free from guy ropes and other obstructions shall be maintained on all sides of any tent.
3. **Provide and coordinate off-street parking that should minimize traffic flow and obstruction of responding emergency vehicles.**

4. Cooking operations, if provided, should be remote from flammable, or combustible structures, and/or materials, **keep cooking areas outside of tents and only in approved areas within any concession stand. If Deep Fryers and/or Grease Laden Vapors are present it SHALL be protected with a protective lid and a "K" Type Extinguisher.**

5. Provide and maintain appropriate fire extinguishers. A 2A10BC rated or better, readily accessible, with current certification tag or decal. An inspection of each tent, trailer and/or vehicle used for cooking operations will be conducted prior to the event.

ALL COOKING OPERATIONS SHALL HAVE A FIRE EXTINGUISHER BEARING A CURRENT CERTIFICATION, DATED AND TAGGED.

6. **ALL INDOOR** or other cooking operations where **Deep Fat Fryers** or where **Grease Laden Vapors** are present SHALL be protected with a hood system, "K" Type extinguisher and automatic extinguishing system inspected and certified in accordance with NFPA 96. This includes carnival trailers and mobile cooking operations.

7. Each mechanized ride (electrical or engine driven) if provided shall be required to have one (1) portable ABC Fire Extinguisher (with current certification tag or decal), within reach of the ride operator. **Proof of an Approved Electrical and Mechanical Inspection by the City of Miramar Building Department must be submitted prior to the issuance of this Permit.**

8. Event Personnel shall have direct radio access to an event supervisor to relay emergency information and event conditions.

9. The Fire Department should be provided with emergency contact personnel names, and phone numbers **answered during non-hours of operation.**

10. All tents (including but not limited to tents used for displays, exhibitions, sales, cooking operations, etc.) shall be of flame resistant material. The Fire Marshal's office shall be provided with a current certificate of flame resistance. Fire extinguishers shall be placed near exits and not to exceed every seventy-five (75) feet travel distance or 2500 square feet.

11. All flammable decorations, effects, sawdust, etc. when used in doorways, means of egress, floors and/or passageways shall be treated with a flame-retardant solution.

12. NO SMOKING signs shall be conspicuously posted and enforced throughout any tent structure or where combustible materials are stored.

13. **No fire works, open flames, or other devices emitting flame or fire shall be allowed to be used in or adjacent to any tent.** Balloons or other similar devices filled with a flammable, toxic, or explosive gas shall not be permitted in or adjacent any tent.

14. All pertinent and adopted fire codes must be adhered to as per the Florida Fire Prevention Code and the Code of Ordinances of the City of Miramar.

15. **The event should be closed anytime lightning is in the area and precautions taken in anticipation of windstorm or severe weather.**

16. A fire inspection will be made prior to the opening date to insure compliance with applicable fire/life safety codes.

BROWARD COUNTY UNIFORM BUILDING PERMIT APPLICATION

Select Trade: [] Building [] Electrical [] Plumbing [] Mechanical [] Other _____

Application Number: _____ Application Date: _____

1 Job Address: _____ Unit: _____ City: _____
Tax Folio No.: _____ Flood Zone: _____ BFE: _____ Floor Area: _____ Job Value: _____
Building Use: _____ Construction Type: _____ Occupancy Group: _____
Present Use: _____ Proposed Used: _____
Description of Work:
[] New [] Addition [] Repair [] Alteration [] Demolition [] Revision [] Other:
Legal Description: _____ [] Attachment

2 Property Owner: _____ Phone: _____ Email: _____
Owner's Address: _____ City: _____ State: _____ Zip: _____

3 Contracting Co.: _____ Phone: _____ Email: _____
Company Address: _____ City: _____ State: _____ Zip: _____
Qualifier's Name: _____ Owner-Builder: [] License Number: _____

4 Architect/Engineer's Name: _____ Phone: _____ Email: _____
Architect/Engineer's Address: _____ City: _____ State: _____ Zip: _____
Bonding Company: _____
Bonding Company Address: _____ City: _____ State: _____ Zip: _____
Fee Simple Titleholder's name (if other than owner): _____
Fee Simple Titleholder's Address (If other than owner): _____ City: _____ State: _____ Zip: _____
Mortgage Lender's Name: _____
Mortgage Lender's Address: _____ City: _____ State: _____ Zip: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

X _____ Signature of Property Owner or Agent

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

(Type / Print Property Owner or Agent Name)

NOTARY'S SIGNATURE as to Owner or Agent's Signature

Notary Name _____ (Print, Type or Stamp Notary's Name)

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

X _____ Signature of Qualifier

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____ by _____

(Type / Print Qualifier's Name)

NOTARY'S SIGNATURE as to Qualifier's Signature

Notary Name _____ (Print, Type or Stamp Notary's Name)

Personally Known _____ or Produced Identification _____

Type of Identification Produced _____

Code in Effect: _____

APPROVED BY: _____ Permit Officer Issue Date: _____

A jurisdiction may use a supplemental page requesting additional information and citing other conditions, please inquire.

Note: If any development work as described in FS 380.04 Sec. 2 a-g is to be performed, a development permit must be obtained prior to the issuance of a building permit.



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Owner/Builder Disclosure Statement

Owner Name: _____

Address: _____ Miramar, FL, Zip Code: _____

LOT: _____ BLOCK: _____ SUBDIVISION: _____

I am submitting an application for a Building Permit as an Owner-Builder in accordance with the exemption set forth in Florida Statute 489.103. Florida law requires construction to be done by a licensed contractor. It's a requirement by law you read and sign the following statements, and hence you can understand your responsibilities as an owner-builder. By signing the following statements, you attest that:

DISCLOSURE STATEMENT

(Read and Initial to the left of each statement)

- 1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
- 2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
- 3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
- 4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
- 5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
- 6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
- 7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
- 8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
- 9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.



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Owner/Builder Disclosure Statement

(Continuation)

- 10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at (telephone number) or (Internet website address) for more information about licensed contractors.
- 11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the address listed above.
- 12. I agree to notify (issuer of disclosure statements) immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

I have read the foregoing instructions and I am aware of my responsibilities.

Owner Signature

Date Signed

STATE OF FLORIDA, COUNTY OF BROWARD. Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public

F.S 489.103. 3(c). If any person violates the requirements of this subsection, the local permitting agency shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.