



TEMPORARY SPECIAL EVENTS

On Private Property

Instructions

Will the event be inside an existing building?

- Provide a floor plan of the event, showing exits, exit lighting
- Provide a letter description of the event, including dates and hours
- Provide a letter of consent from the property owner
- Provide letter(s) for off-site parking areas, if applicable and on-site parking is not available
- Apply for a Temporary Use permit, submit above with a **Building Permit application** to the Construction Services & Permitting Office; Apply in person: Tuesday or Thursday between the hours of 8-10 A.M. One 4th Street North
- Link to Building Permit Application, click on Forms & Applications:
http://www.stpete.org/construction_services_and_permitting/index.php

Will the event include outdoor areas?

- Prepare a plan showing the layout of the event, indicating property lines, tents, stage(s), lighting, outdoor speakers, fencing/gate locations, temporary generator locations, port-a-potties, hand-washing stations, buildings, parking spaces, drive-ways, streets, alleys. Elevated stages or platforms may require signed and sealed structural plans.
- Provide a letter description of the event, including dates and hours
- Provide a letter of consent from the property owner
- Provide letters for off-site parking areas, if over 50 guests and on-site parking is not available
- Apply for a Temporary Use permit, submit above with a completed **Building Permit application** to the Construction Services & Permitting Office; Apply in person: Tuesday or Thursday between the hours of 8-10 A.M, One 4th Street North
- Contact Sanitation for special pick-up

Will you be serving alcohol?

- Requires a Caterer with a license, a Non-profit entity who can qualify for a temporary State permit, or an existing licensee applying for a temporary extension
- Complete **Temporary Alcohol Beverage Permit application and application from the State Division of Alcoholic Beverages for Non-Profit of Temporary Extension of Premises**
- Submit City and State applications to City Development Review Services Division, One 4th Street N.
- Turn-around time for City review is 1-3 working days
- Submit application to the State; **State requires application TWO WEEKS prior to event date**
- Link to City Alcohol Application, click on Forms: www.StPete.Org/LDR
- **Link to State Website:** (<http://www.myfloridalicense.com/Dbpr/abt/licenses.html>)

Will you be serving alcohol in an outdoor area?

- Submit application to engage off-duty police officers (applicant's expense) to St. Petersburg Police Department, Special Events Unit, 893-7154
- **Requires application TWO WEEKS prior to event date**
- **Approval of the application for Police Service is required prior to submission of the Temporary Alcohol Beverage Permit, so you will need to initiate this process at least 4 weeks prior to the event**

Notes:

- All events are subject to the City's Noise Limitations, which limit sound between the hours of 11 pm and 8 am, and 12 midnight on Fridays and Saturdays (See City Code Section 11.53.4)
- All trash and debris must be cleared within 24-hours of the event
- All temporary buildings, vehicles, structures must be removed within 48-hours of the event
- The Event sponsor shall be responsible for any repair of public rights-of-way for damage resulting from the event (see City Code Section 16.70.030.1.11)