

BUSINESS TAX # _____ PERMIT # _____

PRIVATE PROPERTY SPECIAL EVENT PERMIT & BUSINESS TAX APPLICATION

PERMIT SECTION

***REQUIRED:** At the time of application, applicant shall submit a general site plan describing the layout of the special event, including the location of tents, music stage, amusement ride, alcoholic beverage and food service locations, emergency medical facilities, public facilities including but not limited to sanitary facilities, trash receptacles, parking areas, security plan, etc.*

Special Event Business Tax fee is **\$86.81 per day and a \$50 Certificate of Use (COU) fee**. The basic event permit has no fee; however, if the Event requires additional permits there are applicable fees. **MINIMUM OF 4 WEEKS TO PROCESS APPLICATION.**

APPLICANT NAME: _____

ADDRESS: _____
CITY STATE ZIP

CONTACT PERSON: _____

PHONE: _____ EMAIL: _____

EVENT ADDRESS: _____

EVENT DATE(S): _____ EVENT HOURS: _____

SET UP TIME: _____ BREAKDOWN TIME: _____ ESTIMATED ATTENDANCE: _____

DESCRIBE YOUR EVENT IN DETAIL (EVENT NAME): _____

(EVENT PURPOSE): _____

PARKING: YOU MUST INCLUDE A PARKING PLAN WITH YOUR APPLICATION

**If the special event includes parking (Self or Valet), valet operation or loading on a Right-of-Way, a permit will not be processed by the City unless the applicant has first secured approval for the use of the Right-of-Way from the appropriate Right-of-Way authority. Valets may not park cars on residential streets. Parking for a special event that is being provided at an off-site property requires that the applicant provide notarized authorization from the off-site property owner for use of the property for parking during the event. The owner providing the authorization must be the property owner listed on the [Palm Beach County Property Appraiser's website](#). If the owner is not an individual(s), the application must be signed by a person authorized to legally bind the owner and such signature will be notarized. **

WILL THE EVENT BE IN THE PUBLIC RIGHT-OF-WAY (SIDEWALK/STREET): _____ YES _____ NO

This includes parking/valet or any street closings. If yes, customer may be required to get a Right-of-Way permit. You will be notified. If you are requesting any street closings, you must state which streets and when.

STREETS REQUESTED TO BE CLOSED: _____

DOES YOUR EVENT HAVE THE FOLLOWING:

APPROVAL LETTER FROM COMMUNITY EVENTS: _____ YES _____ NO DATE LETTER ISSUED: _____

MUSIC/ENTERTAINMENT: _____ YES _____ NO (if yes, describe nature, time and place)

Must comply with [Chapter 34 Article II Noise Control Regulation Ordinance](#).

APPLICATION WILL NOT BE ACCEPTED IF REVERSE SIDE IS NOT COMPLETED

ALCOHOL BEING SERVED: _____ **YES** _____ **NO**

If yes, requires copy of alcohol license from the State, Division of Alcoholic Beverages & Tobacco (ABT) to be submitted with this application. ABT Licensing District Office West Palm Beach 561-650-6872. 111 S. Sapodilla Ave, Suite 111 WPB, FL 33401. [ABT Application](#). Also requires detailed proposal for sale of alcohol to be submitted with application, including expected vendor(s) and proposed times alcohol will be sold.

TENTS/TEMPORARY STRUCTURES: _____ **YES** _____ **NO** If yes, it is the applicant's responsibility to secure all necessary temporary tent(s) (over 120 sq. ft) and electrical permits from the Development Services department at least one week prior to the event. [Permit Application](#).

SIGNS/BANNERS DISPLAYED or ERECTED: _____ **YES** _____ **NO**

GENERATOR: _____ **YES** _____ **NO** **SIZE:** _____

WILL ANY UTILITY SERVICES SUCH AS ELECTRICAL POWER OR WATER BE REQUIRED?: _____ **YES** _____ **NO**

WILL ANY ELECTRICAL WIRING BE INSTALLED FOR THIS EVENT?: _____ **YES** _____ **NO** If yes, specify:

LIST ALL PERSON(S) OR ORGANIZATION(S) SPONSORING THIS SPECIAL EVENT, INCLUDING ADDRESSES AND TELEPHONE NUMBERS:

NAME: _____ **ADDRESS:** _____ **PHONE:** _____

NAME: _____ **ADDRESS:** _____ **PHONE:** _____

NAME: _____ **ADDRESS:** _____ **PHONE:** _____

NAME: _____ **ADDRESS:** _____ **PHONE:** _____

BUSINESS TAX SECTION

BUSINESS NAME (or D/B/A): _____

Must be registered with Division of Corporations www.sunbiz.org

BUSINESS ADDRESS: _____

OWNER'S NAME: _____ **PHONE:** _____

ADDRESS: _____

CITY

STATE

ZIP

Is this business a Non-Profit?

501(C)(3) NON-PROFIT STATUS: _____ **YES** _____ **NO** If yes, requires documentation to be submitted with this application.

AUTHORIZATION SECTION

PRINTED NAME: _____

APPLICANT SIGNATURE: _____ **DATE:** _____

Private Property Special Event Permit Conditions and Information

Special event permits required if any one condition is met:

- Require street closings or detours such that the usual flow of pedestrians or vehicular traffic is inhibited; or
- Utilizes city property above normal usage; or
- Are intended to or likely to attract groups of 50 or more people; or
- May be gated or fenced, and for which tickets may be sold; or
- Are unlike the customary or usual activities generally associated with the property use, building use, or business use; or
- Require the use of city resources, financial or otherwise, in excess of the City's normal day to day operations; or
- Any additional criteria as deemed by the mayor.

A special event permit on private property approved pursuant to this article shall be subject to the following conditions:

- a. The event shall comply with the noise control regulations outlined in article II of chapter 34 of this code.
- b. All city ordinances, §rules 26or regulations applicable to the use of the property on which the special event will occur shall be obeyed, unless previously and specifically waived by the planning and zoning administrator as part of the special event permit approval.
- c. The sale of alcohol requires a permit/license from the Florida Division of Alcoholic Beverages and Tobacco.
- d. Tents larger than 120 square feet, stages, electrical and cooking facilities require a permit from the city's construction services division.
- e. The use of the public road right-of-way for parking, loading or valet service requires the approval of a right-of-way permit from the agency having jurisdiction over the right-of-way.
- f. Copies of all permits shall be on-site during the entire event, including set up and break down periods.

Limitation on special events in residential districts:

1. No more than six special events may be held on a private property in a 365-day period. The first event date for a multi-day special event will be used for calculation purposes.
2. Notwithstanding the foregoing, a 501(c)(3) not-for-profit organization may be granted up to 18 special event permits in a 12-month period, provided each of the following conditions are met:
 - The event is directly related to the mission or fundraising of the organization;
 - The event space will be the same location as the organization's physical address.
 - There will be no more than four special events in any given month, with a maximum of 18 special events in any 12-month period.
 - The organization shall have an effective off-site parking lease, rental, or similar contractual agreement for use of a non-residential lot, located within one-half mile of the special event location, which will accommodate the number of expected vehicles that will need to be parked for the special event.
 - Evidence of valid 501(c)(3) status and the parking agreement shall be submitted with the permit application.
3. The city may deny or revoke any such organization's special event permit for documented failure to comply with permit requirements or violations of other ordinances or laws at two or more events in any 12-month period.
4. An application for a special event permit on private property which includes parking (self or valet), valet operation or loading on a right-of-way, will not be processed by the city unless the applicant has first secured approval for the use of the right-of-way from the appropriate right-of-way authority. Valets may not park cars on residential streets. Parking for a special event that is being provided at an off-site property requires that the applicant provide notarized authorization from the off-site property owner for use of the property for parking during the event. The owner providing the authorization must be the property owner as listed on the Palm Beach County Property Appraisers website. If the owner is not an individual(s), the application must be signed by a person authorized to legally bind the owner and such signature shall be notarized.
5. A special event in a residential district may not exceed three consecutive days, excluding set up and break down.
6. No permit applications will be issued by the city if an applicant is financially indebted to the city for any reason, including, but not limited to, ad valorem property taxes, special assessments, city utility charges, code enforcement fines, and other government-imposed liens.