

Special Events Checklist

The Florida Building Code requires a Special Event Permit to be issued for temporary tents, portable structures, portable sanitary facilities, electrical connections to a main power source and/or portable generator, hose bib sink installation, potable water connections, gas/propane connections. Permits are also required for certain type of events that involve food preparation and/or rides and attractions.

Florida State Statute 489 only allows contractors certified by the State of Florida Department of Business and Professional Regulation or Broward County Central Examining Boards to apply and obtain required permits by the Florida Building Code for Special Events in Broward County. Only contractors certified in the specific discipline type can obtain permits as follows.

- General Contractor – Tents, Canopies, Platforms, Stages, etc.
- Electrical Contractor – Generators, Lighting, Electrical power distribution etc.
- Plumbing Contractor – Temporary bathroom facilities, Gas equipment, etc.
- Mechanical Contractor – Air Conditioning systems, fire extinguishing apparatus, etc.

All routing must be completed prior to submitting to the building department; in order of approvals:

- Zoning
- Fire Marshall's Office
- State of Florida DBPR (Food Preparation)
- State of Florida Agriculture (Rides)
- Building Department

Plans must include a site plan that indicates:

- Setbacks
- Egress to and from the site
- Booths
- Sanitary facilities
- L.P. gas tanks*
- Rides
- Electrical details**

*Booths using and storing L.P. gas need to comply with NFPA 54 & 58 as well as FBC Fuel Gas Code requirements:

- Show sizes and locations of all gas containers in service and/or those being stored.
- No open flames, lanterns, welding, or smoking is allowed.
- Fire extinguishers and signs are required.
- Only accepted materials, methods, connectors, appliances and regulators may be used.
- All equipment and piping must be protected and have the proper shut-off valves.

**Electrical detail:

- Indicate overhead power lines and clearances.
- If multiple power sources, indicate bonding on grounding detail.
- Provide load calculations, indicate all loads that are to be connected.
- Provide KVA ratings of generators and indicate the type of cables being used (hard usage required).
- Lamps used for general illumination in tents or concessions shall be protected from accidental breakage by suitable fixtures or guards (no open fixtures).

Fire extinguishers are required at generators (Minimum 2A10BC).

Provide adequate sanitary facilities (existing facilities that are within 500 ft of the event may be included).

Plans must show compliance with all ADA/handicap requirements.

Be sure to include on the plans any structural details/shop drawings for tents or canopies.

SPECIAL EVENTS VENDOR BOOTH SET UP CHECK LIST
FOR BOOTHS USING L. P. GAS CONTAINERS

1. Use only acceptable piping materials and joining methods. NFPA 54, 9.6.1., FBC, FG 411.1 Connecting Gas Appliances.
2. Use only approved gas hose connectors. NFPA 54, 9.6.2(b) FBC FG411.1
3. Use only approved appliances and accessories. NFPA 54, 9.1.1.
4. Gas pressure regulators required. NFPA 54, 9.1.18
5. Above ground piping to be protected against physical damage. FBC FG 404.7, FBC FG 411.1.1 Protection from damage, NFPA 54, Sec 7.2.1
6. All gas piping to be pressure tested and inspected for leakage. NFPA 54, Sec 8.1.1.1 and 4.2.2, NFPA 58, 6.12.1
7. A shut off valve shall be provided immediately upstream of the inlet connection of a hose. NFPA 58, 6.18.2.6
8. L.P. gas containers to be kept a minimum of 10' from any source of ignition. NFPA 58, Table 6.3.9.
9. Loose or piled combustible materials, weeds and long dry grass shall not be permitted within 10' of any L.P. gas containers. NFPA 58, 6.4.5.2
10. L.P. gas containers shall be secured and protected from physical damage. NFPA 58, 6.6.1.2 and 6.6.3.1
11. No smoking signs shall be posted where L.P. gas containers are stored. Booths shall be equipped with fire extinguishers. Prevention of Accidental Ignition NFPA 54, 4.3 Smoking, open flames, lanterns, welding or other sources of ignition shall not be permitted.

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