



City of North Miami Beach, Florida

BUILDING DEPARTMENT

TENT PERMIT CHECKLIST

The City of North Miami Beach requires the following documentation for the request of a Tent Permit

____ TENT

- * Before submittal of permit to the Building Department a request to the Planning and Zoning Division for a Special Event Permit Application is required. Please call them at 305-948-2966.
- * OCCUPATIONAL LICENSE/BUSINESS TAX RECEIPT: If use is intended for seasonal sales; this needs to be applied for at the same time. Application to be made at the City Clerk's Office. Please call them at 305-787-6001.

Required

- ____ **Zoning** Two (2) original signed/sealed survey.
Survey shall not be older than two (2) years. Surveys must show all easements and encumbrances
- ____ 2 Flame retardant certificates and 2 swatches of fabric.
- ____ Letter from property owner, giving permission to use the property
- ____ Temporary Generator Permit (Separate Electrical permit application required)
- ____ Building Permit Application (Signed and notarized)
- ____ Structural calculation of the wind pressures and the uplift force on the stakes (or water barrels or sand bags or masonry blocks). The structural calculations shall verify that the stakes (or water barrels or sand bags or masonry blocks) are capable of resisting the uplift forces.
- ____ Contractors - A copy of all applicable licenses (Competency & Occupational) and original Insurance Certificates for Workman's Comp and General Liability
- ____ Owner Affidavit (Signed and notarized)
- ____ MUST PROVIDE PORTABLE TOILETS if none are available within 250 feet. If toilets are available within 250 feet of Tent/Canopy a letter of permission for usage must be provided from owner. (Separate Plumbing permit application required)
- ____ If air-conditioning provided, permit and duct smoke test required.
- ____ Signed contract indicating cost of project (Signed by both parties – cost to include material and labor.)
- ____ Upfront fee required at time of application.