



City of North Miami Beach, Florida

BUILDING DEPARTMENT

TENT CHECKLIST

*We require 2 sets of plans/surveys Packaged and stapled together and 2 copies of applications and all other forms being submitted for this permit

____ TENT

* Need to apply for a Special Event Permit Application before submittal of permit to the Building Department. This is a Zoning Permit Application.

* OCCUPATIONAL LICENSE: If use is intended for seasonal sales; this needs to be applied for at the same time.

Required

____ **Zoning** Two (2) original signed/sealed survey.
Survey shall not be older than two (2) years, unless no changes have been made and survey affidavit is provided. Surveys must show all easements and encumbrances

____ 2 FLAME RETARDANT CERTIFICATE + swatch of fabric.

____ LETTER FROM PROPERTY OWNER giving permission to use the property

____ TEMPORARY POLE (Temporary Power) Electrical Application (where applicable)

____ COMPLETED BUILDING PERMIT APPLICATION

____ NOTARIZED SIGNATURE ON APPLICATION

____ CONTRACTORS -A copy of all applicable licenses (Competency & Occupational) and original Insurance Certificates for Workman's Comp and General Liability

____ OWNER BUILDER DISCLOSURE STATEMENT to be completed

____ 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.

____ Upfront fee required at time of application.

Contractors Signature

Owner signature required if applying for an owner builder permit