



City of Pembroke Pines

Guidelines for Temporary Events

Canopy, Tent, and "Tentlike" Structures, Carnival, Xmas Tree, Fireworks

Special events for over 3,000 persons shall follow 111.10 of the Code of Ordinances regarding administration approval and requirements. Contact the City Planner to determine applicability.

Any canvas covered structure for temporary use shall obtain a permit from the Building Department per Section 4303 of the South Florida Building Code, Broward Edition.

Permit submittal shall include the following:

1. Permit application from property owner or person authorized to hold event.
2. Sketch or site plan showing location of structure on property with approximate dimensions from roads, property line and buildings. Indicate provisions for restrooms. Indicate size of structure(s).
3. Plumbing permit application if temporary facilities are necessary.
4. Electrical permit application if any power is made available within the structure or related to the event.
5. Explanation of purpose and duration of event, including dates.
6. Copy of the flame spread certificate for the fabric covering of the structure indicating flame spread of twenty-five or less; certificate shall include identification that can be compared with identifying marks or emblem on fabric covering of the structure.
Per Section 5250 of the South Florida Building Code "no smoking" signs, fire extinguisher, exit signs, and buckets of sand required. Contact fire plans examiners for more information.
7. Copy of any documentation applicable related to fee waiver from Commission or approval for event by administration.

The permit application for the structure shall be routed through the following disciplines of the City for review prior to approval:

1. Zoning (Planning Department)
2. Electric (Building Department)
3. Plumbing (Building Department)
4. Fire (Building Department)
5. Building (Building Department)

Upon completion of erection of structure call for applicable inspections from each discipline with the exception of zoning.