

SPECIAL EVENTS

§ 111.10 DEFINITION.

For purposes of this subchapter the following definition shall apply unless the context clearly indicates or requires a different meaning.

SPECIAL EVENT. Any meeting, activity, gathering, or group of persons, animals, or vehicles, or a combination thereof, having a common purpose, design or goal (excluding any such event conducted for the primary purpose of First Amendment speech or assembly), which special event is intended to or does draw public attention, and interferes with or has the tendency to interfere with the normal flow or regulation of pedestrian or vehicular traffic upon any public facility, street, sidewalk, swale, alley, park, public recreation area or other place or building. The term shall include, but not be limited to, festivals, carnivals, concerts, parades, walks, races, fundraising sales, grand opening promotions, sidewalk sales, and similar gatherings, but shall not include demonstrations.

(Ord. 1644, passed 6-3-09)

§ 111.11 PERMIT REQUIRED.

(A) No person shall initiate, sponsor, organize, promote, conduct or advertise a special event unless a permit has been obtained from the city. Special event permits may be issued to an applicant for special events that are conducted for a period not to exceed nine calendar days in length conducted on private property, at the discretion of the City Manager. Applicants requesting special event permits may include, but are not limited to, commercial, educational, civic, recreational, and religious organizations.

(B) General criteria and limitations for special event permits shall be as follows:

(1) The activity must be compatible with the surrounding land uses; however, no special event permits shall be issued for events in areas zoned for single-family residential.

(2) No special event permits shall be approved for proposed events which sell, market, or display goods or services that directly compete with a licensed business located within the same center or within 300 feet of the event area, unless the event holder is a tenant within the center or has obtained written permission from the affected business owner.

(3) If off-site parking is to be utilized, permission must be in writing from the owner of said property.

(4) An applicant may not receive a special event permit more than two times within a calendar year, unless approved by the City Manager or designee.

(5) No more than two special event permits may be issued at one period of time per center, unless approved by the City Manager or designee.

(6) An applicant must submit an affidavit that permission has been secured from the owner of the land upon which the special event is to be held.

(7) If canopies, recreational vehicles, or accessory structures are to be utilized in connection with a special event activity, a general site plan and parking plan shall be included

as part of the special event application. The plan shall be subject to city approval, which shall be in the sole discretion of the City Manager or designee. The location of these recreational vehicles or accessory structures shall not obstruct traffic or violate applicable city, county or state laws.

(8) If a portable lighting system is to be utilized for a special event activity, a plan for the usage of such portable lighting system shall be required. The plan shall be subject to city approval, which shall be in the sole discretion of the City Manager or designee. The portable lighting system shall utilize full cut off fixtures, and shall not adversely affect the neighboring properties and shall not exceed general lighting requirements of Chapter 116 of this code.

(C) Building permits. All applicable building permits shall be obtained prior to issuance of a special event permit.

(Ord. 1644, passed 6-3-09) Penalty, see § 10.99

Statutory reference:

Public fairs and expositions, see F.S. § 616.091

§ 111.12 SIGNAGE.

All signage relating to such special events shall comply with § 155.325.

(Ord. 1644, passed 6-3-09)

§ 111.13 NOISE.

The activities that require a special event permit shall be governed by the noise regulations of this code. Additionally, the activities may be subject to additional specific limitations on noise as set forth in the permit, violations of which shall constitute grounds for immediate revocation of the permit by the City Manager or designee.

(Ord. 1644, passed 6-3-09)

§ 111.14 EXEMPTIONS.

This subchapter shall not apply to city events.

(Ord. 1644, passed 6-3-09)

**SPECIAL EVENTS INSTRUCTIONS
AND REQUIREMENTS**
Must apply at least 2 weeks PRIOR to Event Date

1. Any organization planning an event in the City of Pembroke Pines shall contact Zoning at (954) 392-2110 prior to beginning the application process to ensure the event is permissible.
2. Complete the application for the City of Pembroke Pines Local Business Tax Receipt (LBTR) checking off the “Special Event” box on top of form; attach check in the amount of \$200.00 made payable to the City of Pembroke Pines.
3. Obtain and attach an “Authorization Letter” from the plaza, park, or owner of the location where you will be having the event. The letter **MUST** include a detailed description of the event, event dates, and event times.
4. Obtain and attach a “**site plan**” or a neat sketch showing location and size of any tent(s), bounce house(s), or any other structure(s), generator(s), food truck(s), cooking device(s), traffic flow, etc. for your event.
5. Complete and attach “Fire-Rescue Special Events Requirements Checklist.” Fire Prevention will review for approval the proposed special event site plan and check list. You will be contacted if a fire inspection will be required after normal working business hours. Fire inspections required after normal working business hours are subject to overtime fees which **must be paid** prior to your event. You may contact Fire Prevention at (954) 435-6531 and request to speak with a plans examiner for further assistance prior to your submittal.
6. Contact Pembroke Pines Police Department (PPPD) for a Police Detail Officer. The complete application package can be sent to the PPPD at info@extradutysolutions.com or hard copies can be mail to:

Extra Duty Solutions
Core Operations Center
1 Waterview Drive, Suite #101
Shelton, Ct 06484

Captain Eric Abrahamson or Sergeant Anthony Pagano with the PPPD must be contacted for this pre-requisite @ eabrahamson@ppines.com or apagano@ppines.com (954) 436-3200; (954) 260-4669.

7. Attach a copy of current liability insurance valid for all the dates of your event. The certificate shall list the City of Pembroke Pines as “Certificate Holder”.
8. Submit all of the above in person to the Local Business Tax Receipt office located at City Hall, 601 City Center Way, 4th Floor, Pembroke Pines FL, 33024 for Zoning Review/Approval.
9. If applicable, building permit application(s) may be required. (Note: If you know what permits are required and you have prepared the necessary paperwork, you may submit directly to the Building Department along with a copy of your processed LBTR application.) If you have any questions regarding the required permits, please contact Zoning at (954) 392-2110.

*****Your Special Event Application will not be processed unless ALL of the above listed requirements are submitted TOGETHER*****

Remember to allow 2 weeks for processing!

Your application will be reviewed by the Fire and Building Departments.
You will be contacted for additional requirements, if applicable.

CITY OF PEMBROKE PINES
APPLICATION FOR [Check One]:

Local Business Tax Receipt Special Permit (Non-Profits)
 Zoning Application Special Event

OFFICE USE
Account No. _____
Date Paid: _____
Application No. _____
Job No. _____

DATE: _____ FEDERAL I.D. NO. _____

*BUSINESS NAME _____ BUSINESS PHONE _____
*NOTE: If fictitious name, registration required

CENTER/BLDG. NAME/LEGAL SUBDIVISION _____

BUSINESS ADDRESS; _____ CITY _____ STATE _____ ZIP _____

MAILING ADDRESS _____ CITY _____ STATE _____ ZIP _____

FULL NATURE OF BUSINESS _____ No. of Employees at this Location: _____

BUSINESS E-MAIL: _____ WEBSITE: _____

OWNER NAME _____ OWNER PHONE _____

OWNER ADDRESS _____ CITY _____ STATE _____ ZIP _____

APPLICANT NAME AND PHONE NUMBER, IF OTHER THAN OWNER _____

IF CORPORATION, LIST NAME, TITLE, HOME ADDRESS AND PHONE # OF ALL OFFICERS, INCLUDING REGISTERED AGENT).

IF NEW BUSINESS: Name of former business and length of time space has been vacant. (N/A if first time occupancy, sharing space, restricted, or existing business). _____

Sanitation/Utility Billing Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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MERCHANTS: Value of wholesale inventory \$ _____ RESTRICTED LICENSE: Where are materials stored? _____

ATTACH ALL APPLICABLE DOCUMENTATION SUCH AS: Health permit, State contractor license, Broward County Certificate of Competency, certificate of insurance, State professional license, HRS license, proof of transfer of ownership; original City of Pembroke Pines local business tax receipt signed by current owner if transferring local business tax receipt; proof of Charitable, Non-Profit, etc. status (such as a 501(c)3).

SIGNATURE OF APPLICANT _____

State of Florida)
 County of Broward)
 The foregoing instrument was acknowledged before me this _____ day of _____, _____ by _____

who is personally known to me or who has produced _____ as identification and who did / did not take an oath.

Commission expires: _____ Notary _____

(Below This Line For Office Use Only) _____

NEW BUSINESS _____ SHARING SPACE _____ DATE OF APPROVAL _____ REMARKS _____

RESTRICTED _____ EXISTING BUSINESS _____ APPROVED BY _____

SQUARE FOOTAGE _____ Group Occ. _____ Parking _____ Occ. Load _____

Type of construction _____

No. Dwelling units _____ Zoning _____



CITY OF PEMBROKE PINES FIRE- RESCUE SPECIAL EVENTS REQUIREMENTS CHECK LIST



ISO Class One Department

Name of Event:	Date and Time of the Event:
Location of Event:	Contact Person and Phone Number:

The following must be provided on a plan thoroughly addressing all comments listed below. Please provide a check mark for each question and submit a copy of this check list with your plans:

		YES	NO	N/A
1.	Provide a site plan with proposed lay-out including fire access roads and fire hydrant locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Provide locations for all canopies, tents, bounce houses, and/or booths on the plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Provide the use for each canopy, tent, and booth on the plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	For the following requirements that reference <u>*canopies</u> : Canopies are structures without sides. <i>Canopies / Tents with sides have more stringent requirements. Tents with sides require illuminated exit sign and emergency lights.</i> Provide a note on the plan which of the two you are proposing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Regardless of size, all canopies must accompany a State Certification for flame resistance to be provided at time of submittal with (2) 4" X 4" samples of the fabric OR YOU MAY ADD A NOTE THAT ALL CANOPIES SHALL HAVE A MANUFACTURERS SEWED ON FLAME RESISTIVE CERTIFICATION.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Canopies subject to public occupancy with occupant load greater than 50 occupants are required to have two remotely located exits, with exit signs, and a table and seating layout with a minimum of 44 inches to the exits must be shown on the plan. <ul style="list-style-type: none"> a. Table and seating layout shown. b. Two remote exits shown. c. Exit signs shown. d. Minimum clearance of 44" to exits is shown. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

7.	Canopies subject to public occupancy shall have posted no smoking signs, exit signs and be provided with 5 gallon buckets of sand located at the exits. Provide note on plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	State on plans the method in which you will secure the canopies. If stakes are to be used, please provide a note to indicate that canopy stakes and any tripping hazards shall be painted bright orange. <i>***Bounce houses must be secure with stakes – Provide note to plans***</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Provide a note to plans indicating that grass shall be trimmed short throughout if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Provide a note to plans to provide one currently tested and tagged 5 lb. ABC fire extinguisher for every canopy and/or area used for cooking or heating of foods/beverages. For carnivals: All carnival rides require a currently tested and tagged 5 lb. ABC fire extinguisher. Provide note to plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Any cooking with fryers requires a class “2AK” fire extinguisher currently tested and tagged for each vender cooking with fryers and the overhead coverings of such cooking areas must be certified as flame resistive. Provide note to plans. If there will be no cooking with fryers add the note stating so on the plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Booths – Any booths used for cooking, heating or where the public has access, the roof covering must be made out of non-combustible materials or if fabric must have same flame-resistive materials as stated above for canopies. Any frying requires a class “K” fire extinguisher. If provided, address on plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Trailers, food trucks or any structure having sides and a roof that has any cooking equipment which produces grease laden vapors such as frying, stove tops or oven broilers, requires a grease hood and fire suppression system that is currently tested, tagged semi-annually, and free of any deficiencies. Provide note on plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14.	Concession stands utilized for cooking shall have a minimum of 10ft of clearance on both sides and shall not be located 10ft of amusement rides or devices. (NFPA-1:10.16.6; 2003 edition) Show on plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Are there to be any propane tanks? Provide a note to plans that if there are propane tanks, the tanks shall be secured, located out of the public way and if the relief port is higher than an ignition source it shall be a minimum of 5 ft. away from the ignition source. If there will be no propane tanks add the note stating so on the plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Generators - Shall have one 40 BC fire extinguisher. Provide the note and show the distance of generator a minimum of 5 ft. from the canopy, bounce house, or structure. Provide note on plans. Generator shall be protected from contact by fencing, enclosure, or other approved means per NFPA 1 25.1.12. Provide note on plans. If there will be no generators add the note stating so on the plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	For carnival rides provide proposed lay-out for review. Please keep in mind that the location of Ferris wheel type rides must be located so they are accessible by our Fire Ladder Trucks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	What is the expected occupant turnout?			
19.	Is there to be a stage? Covered? Materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Police and/or Emergency Medical Services staging may be required. Please show proposed locations for staging.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMENTS:				
When do you expect to be ready for your fire inspection?		Signature:		Date:

***Tents with sides have additional requirements.**



Pembroke Pines Fire Rescue

Mobile Food Vendor (MFV)

Inspection Checklist

	Pass	Fail	N/A
Department of Health/DBPR certificate present and current.			
Housekeeping and overall safety (i.e. bad oil leak, jagged steel bumper etc...).			
Ensure MFV's have a clearance of at least 10' in all directions from other MFV's, buildings, combustible materials, and other cooking operations, and are not blocking fire-lanes or other fire protection devices.			
Ensure proper hood/suppression system for the type of cooking being done. If cooking produces grease laden vapors, then a Type 1 hood with suppression system is required.			
Proper separation from deep-fat fryers to surface flame. Either an 8" steel or glass baffle plate or a distance of 16" between the fryer and the surface flame.			
Inspect hood system for proper nozzle coverage, nozzle height, cylinder gauge at proper level, and trigger pin is in the cocked or set position.			
Documents kept in a binder and accessible (Fire suppression system report, Hood cleaning report, Training log, and Leak Detection log).			
Fire Suppression System has been inspected within the past 6 months and does not have any deficiencies.			
Fire Suppression System cylinder is within hydro-testing date.			
Cleaning report, along with before and after photos in binder stating cooking ventilation system has been cleaned in accordance with NFPA 96 and person has met the IKECA training requirements or another nationally recognized association acceptable to the AHJ.			
Hood system, fusible links, appliances, area around appliances and nozzles free of excessive grease build-up.			
3A:40BC fire extinguisher with a current inspection tag on ALL MFV's.			
Class K fire extinguisher with a current inspection tag if cooking produces grease laden vapors.			
A placard shall be conspicuously placed near each Class K extinguisher that states that the fire extinguishing system shall be activated prior to using the fire extinguisher.			
A method of communication to emergency personnel shall be accessible to all employees (at least one person in every truck must have a cell phone).			
All employees operating the mobile food dispensing vehicle must be trained in: Proper use of portable fire extinguishers and automatic extinguishing systems; Proper method of shutting off fuel sources; Proper procedure for notifying the local fire department; Proper refueling; How to perform leak detection of LP-gas. Refresher training shall be provided annually and all training documentation shall be located inside binder.			

Generator is isolated from contact with the public by physical guards, fencing or an enclosure.			
Portable generators shall be positioned so that the exhaust is directed: at least 12 feet in any direction away from any openings or air intakes and means of egress; away from any building; away from any mobile or temporary cooking vehicle or operation.			
LP-Gas cylinders are mounted at least 5 feet from any ignition source, such as a generator.			
LP-Gas cylinders are secured in an upright position unless ASME approved.			
LP-Gas quarter-turn valve installed within the LP-gas piping for emergency shut off. This shall be installed on the exterior of the MFV and readily accessible.			
A " PROPANE EMERGENCY SHUT-OFF " sign and a " NO SMOKING " sign shall be installed directly next to or above the gas cylinder; shall be highly visible; permanent weatherproof sign with a minimum of 2" lettering.			
LP-Gas regulator shall be installed with a durable cover designed to protect against rain, mud, and wheel spray and the pressure relief vent opening pointing vertically downward to allow for drainage of moisture collected on the diaphragm of the regulator.			
LP-Gas containers show excessive denting, bulging, gouging, or corrosion shall be removed from service.			
LP-Gas cylinders shall be retested every 5-12 years in accordance with the manufacturer's recommendations (no letter after the requalification date means the cylinder must be retested within 12 years; an "S" after the requalification date means must be retested within 7 years; an "E" after the requalification date means the cylinder must be retested within 5 years.			
LP-Gas containers on MFV's shall not exceed 200 gallon aggregate water capacity.			
A test gauge shall be installed at or before the regulator; pressure shall be observed for a minimum of 3 minutes with no drop in pressure; tanks, hoses, and fittings shall be free of leaks. Documentation that the system has been tested prior to each use and free of leaks shall be kept in binder.			
An LP-gas detection device and carbon monoxide detector shall be installed in every Mobile Food Dispensing Vehicle with a gas supply to either a generator or cooking appliances and shall be tested every month.			