

City of Gainesville

Special Event Permit Checklist

- Special Event Application** (complete and turn in)
- \$52.50 Permit** required to process Special Event Application (Effective 10/01/09)
- Permission Letter** (to be completed by property owner and turned in)
- Site Plan, must be 5 feet off sidewalk** (complete and turn in)
- Flame Retardant Tent Certificate** if tent is over 200 sq. ft. - Contact Building Department at 352-334-5050 (turn in a copy)
- Trash Can, 30 Gallon or larger** (must be maintained and emptied by event organizer or designee)
- Occupational License** - Contact Billing and Collections at 352-334-5024 (turn in copy)
- Copy of **State Certification** if needed (turn in copy)
- List of **Fire Works** to be sold if needed (turn in)
- Alcohol Extension** if applicable – Contact Planning & Zoning at 352-334-5023
- If **50 or more people** will attend the event at a single time - contact Gainesville Fire Rescue at 352-334-5065

The above required information is to be turned in to the Code Enforcement Division, 306 NE 6 Ave. (The Thomas Center), Room 130, Gainesville, FL no later than **ten (10)** working days prior to the event.

Code Enforcement **main** number: (352) 393-8575 or (352) 334-5030

Fax: (352) 334-2239

Website: www.gainesvillecodes.org

NOTE: DBPR Form HR-7029 must be completed and presented to State of Florida Inspectors upon inspection of the site the **day of the event**, along with their required fee of \$91 (***Money order*** or ***Cashier's Check*** only) for a 1 – 3 day event, if you are selling any type of food and/or beverage.