



CITY OF COCONUT CREEK

DEVELOPMENT SERVICES DEPARTMENT
BUILDING DIVISION
4800 WEST COPANS ROAD
COCONUT CREEK, FLORIDA 33063

Building Department Requirements For Fairs, Carnivals, Special Events

If any or all of the following conditions apply, a permit is **required**.

- Structural – If any of the following are being erected: tents, in excess of 200 sq ft. per NFPA 1: Table 1.12.19(a); canopies, in excess of 400 sq. ft., per NFPA 1: Table 1.12.19(a), stages or platforms.
- Electrical – When use of generators greater than 5KW and where wiring method is not made with an extension cord plugged into an existing 120v GFI outlet
- Plumbing - Using gas for cooking or any other purpose unless gas is completely self-contained.
- Plumbing - Portable sanitary facilities are being used.

Note: If no permits are required for the Building Department, you must still notify the following departments a minimum of two weeks prior to the event:

Risk Management at 954-956-1537

Fire Department at 954-956-1559

When applying for permits, contractors are required to submit the following:

1. Contractors license: State certification, if not State certified then a Broward County Certificate of Competency is required.
2. Certificate of Insurance, including Liability & Workman's Comp, listing the City of Coconut Creek as Certificate Holder
3. Broward County Occupational License
4. Copy of the Park application indicating times, dates and expected number of attendees
5. If the permits are being pulled by other than a licensed contractor, then the company pulling the permit must submit a Broward County Occupational License and proof of insurance.
6. A site plan indicating locations of all equipment, (tents, canopies, stages, booths, generators, signs, flags, etc.)
7. Person's name and telephone number that will be directly responsible and will supervise the proposed event.

Structural:

Tents, canopies, stages, platforms

1. Flame retardant spread certificates for each type of tent or canopy to be erected
2. Stage/platform set-up

Electrical:

1. Permit from a certified electrical contractor following 525 NEC “Carnivals, Circuses, Fairs and Similar Events”
2. Submit plan showing location, size and number of generators
3. Music (sound system)
4. Tents to show emergency lighting and exit lights
5. If booths are to be erected, indicate which ones will have electric and source of power

Plumbing:

1. If there will be food preparation on site using gas, a permit must be applied for by a licensed contractor as per NFPA 54/58 (unless gas is completely self-contained), and indicated on plans, as to location, size and number of gas containers.
2. A letter from the Park indicating that restroom facilities will remain open and the number of persons they can accommodate. If the number of persons attending exceeds the park accommodations, then Administration Code 64-E must be adhered to for portable sanitary facilities.

Fire:

1. A brief narrative describing the event.
2. Dates and times of the event.
3. Location of the event.
4. What is the estimated number of attendees?
5. What is the estimated average age of the attendees?
6. Classify the estimated attendance of people with disabilities? Please check one ()Low ()Average()High
7. Will there be any tents, canopies, air supported structures, rides, booths, games, or stages used?
8. If answering yes to question 7, please submit a complete site plan showing locations of: tents, canopies, air supported structures, rides, booths, games, stages, and type and size of all fire extinguishers.

Note: One currently tagged, five-pound ABC type fire extinguisher is required at each, or within 50-foot travel distance to each of the items listed in question 7.

Also, if answering yes to question 7, a fire inspection of the site is required before starting or opening the event. For Saturday and Sunday events, the site must be ready for the fire inspection no later than Friday between the hours of 11:00 a.m. and 4:00 p.m.

9. Will any roads be closed?
10. How will this event impact the normal emergency vehicle access to the site?
11. Will there be any cooking? (One currently tagged five pound BC type fire extinguisher is required at all cooking locations)
12. The need for fire and or EMS standby crews and equipment will be determined at time of permit review.

Note: If desired, Fire/EMS standby crews and equipment are available at an additional charge by calling (954) 956-1534. (A minimum of two week notice is required.)

Note: If the fair/carnival is in a Broward County Park, ie. Tradewinds, a copy of the approved permit from the County park is required to be submitted prior to issuance of City permits.

Note: A special 3 hour minimum, overtime fee will be added to the permit fee will be required for each inspector of each trade for inspections that need to be conducted on the weekend, see Sec. 13-83 (1) (e) of the City of Coconut Creek fee schedule

Updated 01-29-07

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