

**City of Port St. Lucie**

Code Compliance Division  
121 S.W. Port St. Lucie Blvd, Bldg A  
Port St. Lucie, Fl. 34984  
Phone: (772) 871-5010  
Fax: (772) 344-4181



**Outdoor Special Events  
Permit Application**

Please submit application to:  
**Specialeventpermits@cityofpsl.com**

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Are you the Owner or Agent of the Property: \_\_\_\_\_

Address of where event will be held: \_\_\_\_\_

Home address of Applicant: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Type and Name of Event \_\_\_\_\_

Date of event From \_\_\_\_\_ To \_\_\_\_\_ Hours of event \_\_\_\_\_

**Events Held in Tradition will need Permission from Tradition Development prior to submitting application to the City.**

**Events Held in St. Lucie West will need Permission from SLW Association prior to submitting application to the City.**

1. Only **one sign/banner** will be permitted on the property where the event is located. **NO signs** are allowed in the City right-of-ways.

2. Will there be a tent over 30' X 30' on site? \_\_\_\_\_ If yes, Attach Approval Document from St. Lucie County Fire District.

3. Will there be food prepared and/or sold? \_\_\_\_\_ If yes, Attach Copy of Email to Dept. of Business & Professional Reg.

4. Will alcohol be served and/or sold? \_\_\_\_\_ If yes, an alcohol license will need to be provided.

5. Will there be any animals/reptiles show? \_\_\_\_\_ If yes, Attach Approval Document From City of PSL Animal Control.

6. Will there be other vendors on site selling goods and/or services? \_\_\_\_\_ If yes, How many? \_\_\_\_\_

7. Will there be any mechanical rides? \_\_\_\_\_ Attach Inspection reports for all rides from Dept. of Agriculture.

8. Will there be any public street closures? \_\_\_\_\_ If yes, Attach approval from the Police Dept.

9. Will there be a sound system or PA system for your event? \_\_\_\_\_ If yes, a Noise Permit from the Police Dept. is required

10. I have attached a consent letter from the property owner? \_\_\_\_\_

11. I have attached a list of all carnival employees which includes names and dates of birth? \_\_\_\_\_

12. I have attached a copy of Drivers License? \_\_\_\_\_

13. I have attached a copy of Indemnification and Insurance if using Public Property? \_\_\_\_\_

14. If you are claiming non-profit status, proof of non-profit status must be attached with the application \_\_\_\_\_

15. Are you selling Fireworks at your event? \_\_\_\_\_ If yes, a Permit from the Local Fire District is required.

16. I have attached a drawing of the Special Event showing where all structures, tents, exhibits, booths, width of aisles, means of ingress and egress, concession areas, waste removal facilities, sanitary facilities will be located? \_\_\_\_\_

If you are claiming non-profit status, proof of non-profit status must be attached with the application \_\_\_\_\_

**I, the undersigned applicant, as the owner or authorized agent of the above-referenced property, have read and agree to comply with all of the requirements set forth in this application. I agree that if I fail to comply with any of these requirements, the City of Port St Lucie will revoke the temporary use permit and I must cease all activities associated with the permit immediately. I agree to indemnify and hold harmless the City of Port St. Lucie against any and all causes of action related to my, my business', and/or my employees' participation in the above event, and/or any and all causes of action arising out of the location and manner of said participation. Use of the City Logo is not permitted without specific authorization and approval by the City. Acknowledgement that I have read and understand "Appendix A". All permit fees are non-refundable.**

**Signature of Applicant:** \_\_\_\_\_

Once the application is accepted by our office, the applicant will be contacted within 5-7 business days of approval.

## Appendix A

### Sec. 158.225 Outdoor Sales and Special Events.

An event which would require a permit under this section is any temporary outdoor special event or outdoor sales, which is not one of the permitted uses of a property and not included as a customary primary or ancillary use. Any use of the property already included in the business tax receipt as a use for a property will not require a separate temporary event permit. Permits are not required for church festivities when held on church property or events held at City parks or recreation facilities.

#### (1) Outdoor special events.

- a. Outdoor events under this section, include but are not limited to **circuses, carnivals, tent revivals, outdoor exhibitions, road festivals, and organized competitive events**, which shall be permitted on developed property zoned open space recreation, institutional, general commercial and planned unit development/master planned unit development. The event shall not be permitted to exceed seven (7) consecutive days and no more than four (4) such events per year shall be permitted on the same property. The limitation of four (4) events per year may be waived by affirmative vote of the City Council.
- b. The fees for outdoor events are as follows: A one hundred dollar (\$100.00) non-refundable application fee; two hundred dollars (\$200.00) for the first day, one hundred fifty dollars (\$150.00) for each succeeding day, and twenty dollars (\$20.00) per day, per concession stand, booth, or individuals carrying items on their person for the purposes of sale. The fee(s) shall be paid in full before any equipment is brought upon the location where the outdoor event will take place.
- c. All events containing an animal show shall make application with, and receive approval from, the City's animal control division before a permit will be issued.
- d. All events requiring public street closures shall make application for a street closure permit per [Chapter 99](#) of the City of Port St. Lucie Code of Ordinances with the City's Police Department prior to issuance of a permit.
- e. The area utilized shall be cleaned daily and following any special event shall in all respects be restored to its former condition within twenty-four (24) hours after the close of the event.
- f. The applicant applying to the Code Compliance Division of the Neighborhood Services Department for such outdoor event permit in the City shall be the owner or its agent of the land upon which the event is intended to be held. Applications must be complete and submitted with the following documentation, to be processed:
  1. The area utilized shall be cleaned daily and following any special event shall in all respects be restored to its former condition within twenty-four (24) hours after the close of the event. A refundable security deposit in the amount of five hundred dollars (\$500.00) plus one hundred dollars (\$100.00) for each day of the event payable in advance, shall be required as security to guarantee that the premises will be cleaned of all rubbish and debris after use by the applicant. Covered dumpsters and trash containers must be provided on the event site and emptied daily.
  2. A written statement from the St. Lucie County Fire District that the tents or temporary structures under which the event is to be held are of fireproof material and will not constitute a fire or egress hazard.
  3. Police services will review the application to determine if off-duty officers are required for traffic/crowd control or for security at the event site. If off-duty police officers are required/requested, payment for their services must be made at least fifteen (15) days prior to the first day of the event.
  4. The carnival owner shall provide a list of all carnival employees, which shall include names, and dates of birth.
  5. A copy of the inspection report from the Department of Agriculture for mechanical rides, prior to opening.

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6. If food is being prepared and/or sold on the site, or if any sanitary facilities and/or sewage disposal is involved - the applicant must contact St. Lucie County Health Department and/or Florida Department of Business & Professional Regulation to determine if an inspection is required. The food safety inspection confirmation must be emailed prior to opening.

7. The City reserves the right to request indemnification and insurance be provided to protect the City for any event using public property.

8. A site plan showing the location of the special event, all structures to be utilized in the event including tents, booths, exhibits, width of aisles, means of ingress and egress, concession areas, waste removal facilities, sanitary facilities, and utilities such as electrical and telephone facilities.

g. An application shall be denied if:

1. The applicant has made any misrepresentations in the application.

2. The applicant fails to provide any of the items or information required.

3. The special event will substantially interfere with any other special event for which a permit has already been granted or with the provision of public safety or other city services needed to support of such other previously scheduled events.

4. The special event will have an un-mitigatable adverse impact upon residential or business access and traffic circulation in the area in which it is to be conducted.

h. Any violation of any City ordinance shall result in the permit being revoked immediately and the violator being banned from holding an event in the City for a period of not less than twenty-four (24) months.

(2) Temporary outdoor sales.

a. **Recreational vehicles and boat sales.** The sales of recreational vehicles and boats shall be permitted on developed property zoned general commercial, open space recreation, and planned unit development/master planned unit development. The sale shall not be permitted to exceed seven (7) days. If the event is located in a parking lot, the sale shall not use more than fifteen (15) percent of the total required parking spaces of the project. Only one (1) applicant may apply per site at any time. A temporary sales permit shall be required for each event with a cost of one hundred dollars (\$100.00) for the first day, fifty dollars (\$50.00) each additional day. A letter from the property owner or its agent stating its consent shall be provided at the time of application. Temporary tent and parking lot sales of automobiles are prohibited except on property licensed and zoned for the use.

b. A permit is not required for the display of merchandise at the entry to retail establishments. Merchandise displays may be located at the entry of each business. Displays shall be limited to one half (½) the business' store frontage. Stores with more than one (1) entry shall be limited to the same total by any combination. In no case shall a display extend into the parking lot or fire lane.

c. **Temporary tent and parking lot sales.** The outdoor sales of merchandise other than automobiles, RV's, motorized vehicles and boats shall be permitted on developed property zoned institutional, open space recreation, general commercial, and planned unit development/master planned unit development. The temporary outdoor sales event shall be limited to two (2) one-week sales events per calendar year, either by a locally licensed business or sponsored by a locally licensed business on the same property. The limitation to two (2) one-week sales events per calendar year shall apply unless otherwise specified in this chapter. If the event is located in a parking lot, the sale shall not use more than fifteen (15) percent of the total required parking spaces, as defined by its site plan. A temporary sales permit shall be required for each event with a fee of two hundred dollars (\$200.00). Only one (1) applicant may apply per site at any given time.

d. **Crafter/vendor annual permit.** The outdoor sales of merchandise shall be permitted on developed property zoned open space recreation, institutional, general commercial, and planned unit development/ master planned unit

development. The number of outdoor sales events, pursuant to this subsection, shall be limited to twelve (12) two-day sales events per calendar year. If the event is located in a parking lot, the sale shall not use more than fifteen (15)

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percent of the total required parking spaces. A fee of five hundred dollars (\$500.00) is required for a crafter/vendor annual permit. Only one (1) applicant may apply per site at any scheduled event. A schedule of event dates and a letter from the property owner stating its consent shall be provided at the time of application. One (1) on-site sign per event is included with the permit fee.

e. **Christmas tree sales.** The sale of Christmas trees shall be permitted on property zoned institutional, general commercial, and planned unit development/master planned unit development for a maximum of forty-five (45) days. A temporary sales permit shall be required with a fee of twenty dollars (\$20.00) per day, up to a maximum fee of two hundred dollars (\$200.00).

f. **Farmer's market annual permit.** Outdoor farmer's markets shall be permitted on developed property zoned institutional, general commercial, and planned unit development/master planned unit development. The number of outdoor sales events, pursuant to this subsection, shall be limited to twenty-four (24) two-day sales events per calendar year. If the event is located in a parking lot, the sale shall not use more than fifteen (15) percent of the total required parking spaces. A fee of five hundred dollars (\$500.00) is required for a farmer's market annual permit. Only one (1) applicant may apply per site at any scheduled event. A schedule of event dates and a letter from the property owner stating its consent shall be provided at the time of application. One (1) on-site sign per event is included with the permit fee.

(3) Legally recognized 501(C)(3) non-profit and charitable organizations sponsored by a local business having a current business tax receipt are exempt from the fees. The non-profit or charitable organization must; however, provide proof of non-profit/charitable status and shall obtain a permit under the above mentioned regulations.

(4) Requests for exemption from fees must be made in writing to the City Manager's office to be placed on a City Council agenda.

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### Related Contact Information:

#### **Tradition Community Association (Master HOA)**

Angela Shepherd  
10807 SW Tradition Sq  
Port St. Lucie, FL 34987  
Email: [ashepherd@castlegroup.com](mailto:ashepherd@castlegroup.com)  
Phone: (772) 345-5101

#### **St. Lucie West Commercial Association, Inc.**

Tiffany Jackson, B.B.A  
543 NW Lake Whitney Place - Suite 101  
Port St. Lucie, FL 34986  
Email: [Info@slwca.com](mailto:Info@slwca.com)  
Phone: (772) 807-5217

#### **Port St Lucie Police Department**

City Hall Municipal Complex - Building C  
121 SW Port St Lucie Blvd  
Port St Lucie, FL 34984  
Phone: (772) 871-5000

#### **Port St Lucie Animal Control**

1133 SW S. Macedo Blvd.  
Port St Lucie, FL34983  
Phone: (772) 871-5042

#### **St Lucie County Fire District**

Kelly Machado  
5160 NW Milner Dr  
Port St Lucie, FL 34983  
Phone: (772) 621-3344

#### **Florida Department of Business & Professional Regulation (FDBPR) - Division of Hotel and Restaurants**

2601 Blair Stone Road  
Tallahassee, FL 32399-1011  
Phone: (850) 487-1395  
Email: [dhf.info@myfloridalicense.com](mailto:dhf.info@myfloridalicense.com)  
Brochure for Temporary Food Service Events:  
<http://www.myfloridalicense.com/dbpr/HR/forms/documents/5030034.pdf>