



Sheriff Scott Israel

**DEPARTMENT OF FIRE RESCUE AND EMERGENCY SERVICES**

**Fire Prevention Bureau**

2601 West Broward Boulevard, Room 3061

Fort Lauderdale, FL 33312

Phone: (954) 831-8210

Fax: (954) 831-8218

**WESTON APPLICATION FOR SPECIAL EVENT WITHOUT COOKING PERMIT**

Name of Event: \_\_\_\_\_ Setup Date & Hrs: \_\_\_/\_\_\_/ (\_\_\_:\_\_\_ - \_\_\_:\_\_\_)

Event Date & Hours: \_\_\_/\_\_\_/ (\_\_\_:\_\_\_ to \_\_\_:\_\_\_) & \_\_\_/\_\_\_/ (\_\_\_:\_\_\_ - \_\_\_:\_\_\_)

Event Site Address: \_\_\_\_\_ City : \_\_\_\_\_

Site Manager/Supervisor: \_\_\_\_\_ Cell #/Email : \_\_\_\_\_

Business Name: \_\_\_\_\_ Work#: \_\_\_\_\_ Fax #: \_\_\_\_\_

Business Owner/Agent: \_\_\_\_\_ Cell #/Email : \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Fax # : \_\_\_\_\_

**Personnel On-Site with Documented Crowd Management Training (applicable on a case by case basis determined by BSO)**  Yes  No

**Canopy/Tent Use** :  Yes  No If Yes, subject to permits as required by the Building Dept.

**Electrical Use:**  Yes  No If Yes, subject to permits as required by the Building Dept.

Electrical Power Provided With:  Generator  Temporary Power Drop

**Gas Fueled Equipment:**  Yes  No If Yes, subject to permits as required by the Building Dept.

Fuel Sources:  Propane gas  Natural gas  Diesel Fuel  Gasoline

**Cooking Equipment Use:**  Yes  No If yes subject to permits as required by the Building Dept.

Temporary/mobile cooking at event requires form titled *Weston Application for Special Event with Cooking*

Types:  Fryers  Propane Grills (commercial or residential)  Charcoal/Solid Fuel Grills

Concession Trailer  Warmers  Sterno  Food Truck

**Rides:**  Mechanical  Inflatables (bounce house, slides, etc.)  Manual

**Pyrotechnic/Fireworks/Open Flame Displays:**  Yes  No If yes, requires separate approval process completed by company or technician

Documents to be presented to Fire Prevention Bureau with completed application:

Site Plan Include the following:

- |  |  |
|--|--|
| <input type="checkbox"/> <del>Location of cooking areas and barrier being used to separate from the public.</del>                            | <input type="checkbox"/> Location of generators and barrier Being used to separate from the public |
| <input type="checkbox"/> Canopy/tent Locations w/sizes-# _____   | <input type="checkbox"/> Location of temp power drop   |
| <input type="checkbox"/> Fuel storage/dispensing areas   | <input type="checkbox"/> Rides w/ descriptions-Quantity _____                                      |
| <input type="checkbox"/> Emergency Access Area for EMS & Fire  | <input type="checkbox"/> Identify any fences/gates around event                                    |
| <input type="checkbox"/> Location of vendor booths & games   | <input type="checkbox"/> Stage locations   |
| <input type="checkbox"/> Residential trailers for crews (carnivals) show barrier from general public   | <input type="checkbox"/> Table, chair, and equipment layout under gathering canopies               |
| <input type="checkbox"/> Cable covers for electrical lines & hoses that are in path of egress for patrons                                    | <input type="checkbox"/> Distances of structures, roadways, cooking equipment, canopies, etc.      |
| <input type="checkbox"/> Location of hazards on property such as ditches, canals, lakes, construction, etc.                                  | <input type="checkbox"/> Traffic routing, road closures, separation of parking area from event     |
| <input type="checkbox"/> Location of fire extinguishers & other required life safety equipment   | <input type="checkbox"/> No smoking signs for large canopy gathering areas                         |
| <input type="checkbox"/> Provide 2 copies of the site plan for Fire Prevention Bureau and a minimum of 2 copies for the Building Department. |  |

**City of Weston Bldg. Dept. Contact: Mike Miller - mmiller@westonfl.org**

- Copy of written permission from the property owner, allowing the event on their property.
- Copy of proof of public premises liability insurance in the amount of \$1,000,000 naming the City of Weston and Broward Sheriff's Office as additional insured
- Canopy/tent use: provide copy of building permit, including flame retardant certificate for canopy material, schematic of canopy structure with anchors to ground. (Note: canopies are temporary structures providing weather cover overhead; tents are defined as canopies with side walls forming an enclosed area)
- Electrical use: provide copy of electrical permit, generator specifications, temporary power drop circuit info
- Gas (LP/Natural) fueled equipment use: provide copy of plumbing permit, provide piping schematic

- Check made out to the Broward Sheriff's Office for permit/inspection fees, fire-watch fees, and/or EMS detail fees; see cost break down below.
- Mechanical/carnival ride use: contact the Florida Dept. of Agriculture, Fair Ride Inspection to schedule the ride inspector - contact number 850-488-9790
- Food preparation & sale (excluding non-profit agencies): contact the Florida Dept. of Business & Professional Regulation, Division of Hotels and Restaurants to schedule an inspector - contact number 850-487-1395 (food warming only)
- ~~List of cooking vendors with cooking method/fuel, contact information, time of arrival at the event, and completed safety checklist for each vendor (attached)~~

**Fee Break Down:**

- Permit/Inspection Fee(s) \* \$ \_\_\_\_\_  
Reinspection Fee(s) \* \$ \_\_\_\_\_ (If necessary)
- Standby Firewatch Fee(s) \* \$ \_\_\_\_\_/hr. x \_\_\_\_\_ hrs. x \_\_\_\_\_ = \$ \_\_\_\_\_
- Standby Rescue Service Fee(s) \* \$ \_\_\_\_\_/hr. x \_\_\_\_\_ hrs. x \_\_\_\_\_ = \$ \_\_\_\_\_

\*(All fees for Permits, Inspections, Firewatch and Rescue Services shall be paid in full **prior** to event permit approval receipt)

- NOTE:**
- (a) Separate permit required for each event site.
  - (b) Application must be submitted with all required attachments 30 days prior to event period starting date.

The Broward Sheriff's Office, Fire Prevention Bureau, reserves the right to revoke this permit at any time for non-compliance of applicable codes and/or unsafe conditions or acts.

I have completed the above information and certify that the information provided as components of the event permit are factual and accurate to the best of my knowledge.

\_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_  
Printed Name    Applicant's Signature    Date