



# TEMPORARY USE APPLICATION

Property Address: \_\_\_\_\_  
 Property Owner's Name: \_\_\_\_\_ Strap Number: \_\_\_\_\_  
 Applicant: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Description of Temporary Use (please be specific): \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ thru \_\_\_\_\_ Hours \_\_\_\_\_ to \_\_\_\_\_  
 Number of Tents: \_\_\_\_\_ Sq. Ft. Per Tent: \_\_\_\_\_ Tent Side Walls: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Temporary Lighting: Yes \_\_\_\_\_ No \_\_\_\_\_ Temporary Electric: Yes \_\_\_\_\_ No \_\_\_\_\_ Amps \_\_\_\_\_

## ADDITIONAL INFORMATION / SUBMITTAL REQUIREMENTS

- A. Application fee per fee schedule.
- B. Notarized letter from property owner giving permission for use of property (not required for construction Office/Shed).
- C. Two site plans indicating available parking, loading space, existing structures and location of equipment, restroom facilities, etc.
- D. Evidence that adequate sanitary facilities meeting the requirements of Lee County Health Department are provided (Port-o-let contract or letter from neighboring business stating that restroom facilities are for their use and that hours of operation are compatible).
- E. Evidence that sounds emanating from the temporary use shall not adversely affect any surrounding property, per Noise Control Ordinance No. 15-01.
- F. Evidence of public liability insurance and property damage insurance.
- G. Where applicable, evidence that the applicant for a proposed use has complied with Town ordinances pertaining to Special Events LDC Section 22, Ordinance No.12-04.
- H. Evidence that the appropriate law enforcement and fire agencies that will be coordinating traffic control or emergency services have been advised of the plans for the temporary use and are satisfied with all aspects under their jurisdiction.
- I. If tent is 2,500 sq. ft. and over, plans will need to be reviewed by Plan Review (\$50 review fee).
- J. Two copies of the flame retardant certificates are required for each tent (if applicable).
- K. Temporary use applications for events between May 1<sup>st</sup> and October 31<sup>st</sup> will need to be reviewed by Environmental Sciences for compliance with LDC Section 14-11. (\$25 review fee).
- L. Temporary electric and lighting requires separate electrical trade permit application and inspection. (\$104 fee)

*The undersigned applicant agrees to comply with the Town of Fort Myers Beach Land Development Code and any other applicable codes and certifies that to the best of his/her knowledge, the information submitted for the temporary permit is true and correct.*

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**



**This page is required for ALL Building Permit Applications**

**ACKNOWLEDGEMENT OF TOWN OF FORT MYERS BEACH REGULATIONS BY OWNER OR AGENT OF OWNER**

**NOTICE OF ADDITIONAL RESTRICTIONS:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that maybe found in the public records of this County, and there may be additional permits required from other governmental entities such as the Water Management District, State agencies, or Federal agencies.

**WARNING OF WORK IN THE COUNTY RIGHT-OF-WAYS:** This permit does not authorize construction or installation of any structure or utility, above or below ground, within any right of way or easement reserved for access, drainage or utility purposes. This restriction specifically prohibits fencing, sprinkler systems, landscaping other than sod, signs, water, sewer, cable and drainage work therein. If such improvements are necessary, a separate permit for that purpose must be obtained from the Building Department.

**NOTICE OF CLEARING RESTRICTIONS:** Issuance of a Demolition Permit for a structure does not authorize removal of vegetation beyond the footprint of the structure. A Demo Permit is not a clearing permit.

**INSPECTIONS** This permit is void if the first inspection is not made within six (6) months from the date issued or if no inspection has been made for a period of six (6) months from the most recently passed inspection. The permit is void if the zoning classification is violated. Applicant agrees to comply with the sanitary regulations and understands that the proposed structure may not be used or occupied until an approved certificate of occupancy is issued.

Applicant further understands that failure to obtain permit or misrepresentation of the improvements is a misdemeanor and upon conviction, applicant can be punished as provided by the law. Failure to comply with the mechanics lien law can result in the property owner paying twice for improvements

**WORK IN THE SPECIAL FLOOD HAZARD AREA:** Be advised that Substantial Damage/Substantial Improvement requirements will apply to structures located in the Special Flood Hazard Area with Finished Floor Elevations below the Base Flood Elevation.

**CERTIFICATION:** Application is hereby made to obtain a permit to do the work and installations as indicated. I, THE OWNER OR AGENT OF OWNER, certify that I have not performed any work or installation prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. The permit or application fee may have additional fees imposed for failing to obtain permits prior to commencement of construction. The permit application or approved permit expires if work is not commenced within 180 days from the date of issuance. I, THE OWNER OR AGENT OF OWNER understand that the structure cannot be used or occupied until a certificate of occupancy is issued. By signing this permit application, I, THE OWNER OR AGENT OF OWNER, agree that I have been retained by the property owner to provide contracting services for the trade for which I am listed. Furthermore, it is my responsibility to notify the Building Plan Review and Inspection Division should I no longer be THE OWNER OR AGENT OF OWNER responsible for providing said contracting services. I, THE OWNER OR AGENT OF OWNER, agree that I understand the review and issuing of this permit does not exempt me from complying with all State and local County Codes and Ordinances.

**Job Street Address:** \_\_\_\_\_

I, \_\_\_\_\_ (Property Owner), hereby certify that  
\_\_\_\_\_ is my authorized agent/representative of the property described  
herein. All answers to the questions in this registration and any supplementary information attached  
to and made part of this registration is honest and true.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Typed or printed name of Property Owner

**STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_**

The foregoing instrument was certified and subscribed before me by means of \_\_ physical presence  
OR\_online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, \_\_ who is  
personally known to me OR \_\_ who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public Signature

(SEAL)



#### **NOTICE OF COMMENCEMENT INFORMATION**

Per Florida Statutes 713.135 a Notice of Commencement (NOC) is required for construction of improvements totaling more than \$2,500, with certain exceptions. For A/C Repairs or Replacements a notice of commencement is required for improvements more than or equal to \$7,500. The applicant shall file with the issuing authority prior to the first inspection either a certified copy of the recorded NOC or a notarized statement that the NOC has been filed for recording, along with a copy thereof. In order to comply with the state requirement, permits will be placed in inspection hold until proof of the NOC is filed with the building permitting and inspection department. The issuing authority shall not perform or approve subsequent inspections until the applicant files by mail, facsimile, hand delivery, email or any other means such as certified copy with the issuing authority.

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ACKNOWLEDGEMENT OF TOWN OF FORT MYERS BEACH REGULATIONS BY THE QUALIFIER**

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**WARNING OF WORK IN THE COUNTY RIGHT-OF-WAYS:** This permit does not authorize construction or installation of any structure or utility, above or below ground, within any right of way or easement reserved for access, drainage or utility purposes. This restriction specifically prohibits fencing, sprinkler systems, landscaping other than sod, signs, water, sewer, cable and drainage work therein. If such improvements are necessary, a separate permit for that purpose must be obtained from the Building Department.

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**CERTIFICATION:** Application is hereby made to obtain a permit to do the work and installations as indicated. I, THE QUALIFIER, certify that I have not performed any work or installation prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. The permit or application fee may have additional fees imposed for failing to obtain permits prior to commencement of construction. The permit application or approved permit expires if work is not commenced within 180 days from the date of issuance. I, THE QUALIFIER understand that the structure cannot be used or occupied until a certificate of occupancy is issued. By signing this permit application, I, THE QUALIFIER, agree that I have been retained by the property owner to provide contracting services for the trade for which I am listed. Furthermore, it is my responsibility to notify the Building Plan Review and Inspection Division should I no longer be THE QUALIFIER responsible for providing said contracting services. I, THE QUALIFIER, agree that I understand the review and issuing of this permit does not exempt me from complying with all County Codes and Ordinances.

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I, \_\_\_\_\_ (Qualifier ), hereby certify that  
\_\_\_\_\_ is my authorized agent/representative of the property described herein. All answers to the questions in this registration and any supplementary information attached to and made part of this registration is honest and true.

\_\_\_\_\_  
Signature of Qualifier

\_\_\_\_\_  
Typed or printed name of Qualifier

**STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_**

The foregoing instrument was certified and subscribed before me by means of \_\_ physical presence  
OR online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, \_\_ who is  
personally known to me OR \_\_ who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public Signature

(SEAL)



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