

CITY OF PANAMA CITY BEACH
110 S ARNOLD ROAD, PANAMA CITY BEACH FL 32413
850-233-5054 ext. 2313
www.pcbgov.com

SMALL SPECIAL EVENT PERMIT

COMPLETED APPLICATION REQUIRED PRIOR TO EVENT:
Small Event 20 Days Refer to Sec.4-18(3)

Name and Address of Applicant:

Date: _____

Cell Phone # _____

Email: _____

List Date(s) and times of Event each day:

Date _____ Times _____ - _____ Date _____ Times _____ - _____
Date _____ Times _____ - _____ Date _____ Times _____ - _____

1. Is this a small event? Yes _____ No _____ (Note: A small special event is an event with an anticipated, maximum attendance at any point in time of 500 persons or less.)
2. Does it meet the following criteria?
 - a) Anticipated Attendance exceeds venue capacity? Yes _____ No _____ **Refer to Sec. 4-16(A)**
 - b) Anticipated Parking exceeds venue capacity? Yes _____ No _____ **Refer to Sec. 4-16(B)**
 - c) Municipal Resources anticipated? Yes _____ No _____ **Refer to Sec. 4-16(C)**
3. Actual Attendance exceeds capacity of the event venue. Yes _____ No _____ **Refer to Sec. 4-16(D)**
4. Actual Vehicle Congestion. Yes _____ No _____ **Refer to Sec. 4-16(E)**
5. Actual Municipal Resources Required. Yes _____ No _____ **Refer to Sec. 4-16(F)**
6. Location of Event: _____
7. Cooler Event Type: ___ Patrons permitted to bring alcohol into event.
___ Alcohol sales event
___ NO alcohol event
Refer to Sec.4-18(2)
8. Lighting Plan: Submit feasible, credible and sufficient flood lighting site plan for areas without adequate lighting. **Refer to Sec.4-18(6)**
9. Parking Plan: Submit feasible, credible and sufficient site plan showing location of parking areas, **handicap parking spaces, any off-site parking areas and pick up/drop off-sites. Refer to Sec.4-18(7)**

10. Traffic Control, Security and Emergency Vehicle Access in and around the Venue: Submit feasible, credible and sufficient plan showing traffic control with security and emergency vehicle access. **Refer to Sec.4-18(8)**
Number of Traffic Control professional(s) # _____
11. Required feasible, credible and sufficient plan to enclose, restrict, or control access to all parking and the event venue. **Refer to Sec.4-18(12)**
12. Required feasible, credible and sufficient plan to provide and control safe pedestrian access between parking areas and venues. **Refer to Sec.4-18(13)**
13. Required feasible, credible and sufficient contingency plan to deal with persons congregating outside the event venue. **Refer to Sec.4-18(15)**

Police Review: Section’s #7,8,9,10,11,12 with required plans.

14. Required feasible, credible and sufficient plan demonstrating that any temporary structures (tents, booths, scaffoldings, stages, etc) conform to applicable building codes. Required plan or design professional documentation demonstrating that any temporary structures (electrical wiring, tents, booths, scaffoldings, stages, etc) conform to applicable building codes, wind loads, and are properly permitted by licensed contractor. **Refer to Sec.4-18(10)**
15. Sanitation Plan: Submit feasible, credible and sufficient site plan with location of sanitary facilities and location of trash receptacles. **Refer to Sec.4-18(4)**

Number of portable sanitary facilities provided: Standard ____ Handicap ____

Building Official Review: Section’s #9,14,15&17 and required plans.

16. Required Medical Facilities Plan: For a small event – none. **Refer to Sec.4-18(9)**
17. Site Plan: The site plan must be feasible, credible and sufficient and of size and detail to review the requirements of this ordinance. Separate site plans may be used to show different elements required by this ordinance. **Refer to Sec.4-18(12&13) for information/additional requirements for submittal.**
18. Site Plan: The site plan must be feasible, credible and of sufficient size and detail to review the requirements of this ordinance for **fire separation and emergency vehicle access**. Separate site plans may be used to show different elements required by this ordinance. **Refer to Sec.4-18(12,13) for information/additional requirements for submittal.**

Fire/Rescue Review: Section’s #18 and required plans.

19. Feasibility, credibility and sufficiency: Final application must demonstrate that applicant is capable of executing each plan. **Refer to PCB Code Sec.4-18(18&19) for information/additional requirements for submittal.**

20. Application Fee: An application fee for a **small special event** permit shall be accompanied by a fee of fifty dollars (\$50.00), for administrative expenses. **Refer to Sec.4-19(1)**

Amount: _____

Received by: _____

FOR CITY USE ONLY

APPLICATION ELEMENTS REVIEWED BY:

<i>Date</i>		<i>Initial</i>	<i>Comments</i>
_____	PCB BUILDING OFFICIAL		
_____	CODE ENFORCEMENT PCB		
_____	POLICE CHIEF		
_____	PCB FIRE CHIEF		
_____	BAY CO. MED.SERVICES DIRECTOR		
_____	CITY MANAGER		

CONDITIONS: