



# **EVENT GUIDELINES**

**TEMPORARY USE/BUSINESS TAX RECEIPT APPLICATION  
(LDC Section 10.14.02)**

**SMALL SPECIAL EVENT APPLICATION (20 days prior)**

**MEDIUM SPECIAL EVENT APPLICATION (30 days prior)**

**LARGE SPECIAL EVENT APPLICATION (60 days prior)**

**BEACH SIDE STRUCTURES**

**TENTS AND PERMITS**

## SMALL EVENT GUIDELINES

1. Complete event application.
2. Complete Temporary Use application.
3. Required parking for existing business cannot be used for parking lot vending.
4. Bathrooms are required.
5. Portable food vendor license from DBPR Hotel & Restaurant is required.
6. Business tax receipt is required for all sales and obtained from the PCB Business Tax office located at 116 S. Arnold Rd. Phone 850-233-5054 ext. 2305.

**Local business tax receipt MUST be available onsite for verification by Panama City Beach Code Enforcement.**

## MEDIUM AND LARGE SPECIAL EVENT PERMIT

Special Event permits are required by City Ordinance Chapt. 4 Art. II Sec. 4-17. Additional permits for tents, the use of parking lot spaces and structures on the beach may be required. These permits must be obtained from Panama City Beach Building and Licensing Departments. A Special Event Permit application must be submitted in advance of the event date. See schedule.

1. Small Special Event: 20 days in advance of event date. Fee \$50.00
2. Medium Special Event: 30 days in advance of event date. Fee \$225.00
3. Large Special Event: 60 days in advance of event date. Fee \$350.00

### **NOTE: A PENALTY FOR LATE SUBMISSION MAY BE APPLIED.**

- A. Special Event permits may be downloaded at the PCB website at [www.pcbgov.com](http://www.pcbgov.com) and cannot be altered or modified from the original format in any way.
- B. Temporary Uses permit must accompany special event permit application.
- C. The special event application must be complete and initialed by all responsible parties before action may be taken.
- D. The special event application must have proper fee attached.

## BUSINESS TAX RECEIPT

**A. The business tax receipt form must be filled out and the appropriate fee attached.** A list of the names and addresses of all vendors, artists, independent contractors or other persons or firms which will be engaged by or associated with the applicant to offer the goods, services or entertainment comprising the special event, including a description of the goods, services or entertainment offered by each and the name and address of the person who will have on-site responsibility, if different. Should such a list not be available at the time application is made, applicant shall give a written statement to that effect and agreeing to furnish such a list no later than thirty six (36) hours before the event and acknowledging that failure to timely provide such a list will result in termination of the special event permit. The gross sales business tax fee from each vendor on the list must be submitted to the City. (Ord. No. 280, §3, 12-8-83; Ord. No. 609, §2-25-99)

11/13/2015

## GUIDELINES FOR TEMPORARY STRUCTURES

The need to monitor and control beach side structures for public safety necessitates the following guidelines:

### LOCATIONS:

All temporary structures shall be located landward or seaward of any established seawall, dune line, or Sea Oats planting. No further seaward than a distance of 150 feet from such established line.

An Emergency Vehicle Travel Lane must be maintained on the sandy beach at all times.

A site plan showing all structures and dimensions will be provided including distance to waters edge.

All events and structures must be within the upland property owners' side property lines.

### STRUCTURES:

Stages – Stages used for live performance, contests, advertising, sound equipment or any other use will have the certification of a design professional. A wind plan and anchoring plan will be submitted with each application.

Temporary Wood Frame Structures – Wood frame structures should be no larger than 100 square feet (10x10) in size. Wood structures will be skid mounted and designed to prevent overturning using auger type anchors. All building material including anchors are to be removed no later than (7) seven days after the end of the special event period. Sand sifting in conformance with PCB Ordinance Chapter 7 Article 1 Section 7-5 will be performed and verified by inspection.

Tent Structures – Tent structures may be erected on the sandy portion of the beach. All tents must be flame retardant and bear a label stating such. A certificate must be presented at time of permitting. All building materials including anchors are to be removed no later than seven days after the end of the special event period. Sand sifting in conformance with PCB Ordinance Chapter 7 Article 1 Section 7-5 will be performed and verified by inspection.

Potable Restroom Facilities – Portable restrooms shall be provided and maintained for the duration of the event. **Portable restrooms are not permitted on the sandy portion of any beach without a thorough review of containment plans and the City Managers authorization.**

Inflatables – Inflatable’s located on the beach shall conform to the requirements listed under “Locations” referenced above. Inflatables are only permitted with the City Managers authorization unless zoning permits otherwise.

Beach Solicitation – Beach solicitation will be governed by PCB Ordinance Chapt. 19 Art. I.

Amusements, Games and Challenge Structures – Items such as rock climbing walls, repelling towers, basketball courts, mazes, etc. will be approved on a case by case basis upon reviewing site plans.

Rev. 11/13//15

## REQUIREMENTS FOR TENTS AND PERMITS

Tent Permits are required for all tents larger than 10x10. 10x10 tents “ganged” together constitute a large tent. Tent permits will be reviewed and issued by the Building and Planning Department.

Definition: For the purpose of this policy “tent” is defined and includes flexible material supported by struts or poles, booths, tables, umbrella stands, and any type of portable or temporary fixture from which goods and/or services are sold or given away to the general public.

### REQUIREMENTS:

- A. Building Permit Application completed.
- B. A letter from property owner giving permission and stating restroom facilities are available to tent operators and patrons. Portable toilets on site during the special event are acceptable but are not allowed on the sandy beach without City Manager approval.
- C. If parking spaces are used, a site plan or survey indicating all designated parking on property and retail area square footage of business and/or number of seats of restaurant on property if applicable. Indicate proposed site of tent on site plan.
- D. Certificate of Flame Retardant from manufacturer of tent.
- E. Contractor shall notify Building Department immediately upon completion of erection of tents and/or structures for the following inspections:
  - 1. Structure position on beach.
  - 2. Structure size and construction per plans submitted.
  - 3. Electrical and Fire Inspection.
- F. All structures shall be removed within seven (7) days of event end date.
- G. Tents or other structures erected on the sandy portion of the beach will require sand sifting upon completion of removal of all structures.

#### ***Section 7-5 Sifting sand at the conclusion of construction or demolition of Gulf front structure.***

*No person shall construct, reconstruct, remodel, modify or demolish the exterior of any structure on any property located between the Gulf of Mexico and the southerly right-of-way of the closest improved public road, or cause any of the same to be done, without at the conclusion of such activity, sifting to a depth of twelve (12) inches with a one-inch (1) screen all sand or soil within twenty (20) feet of such activity and any place that materials, debris or equipment was stored during such activity, and disposing of all rubble and material so removed from the soil. In the event that the twenty-foot area described above extends into lands beyond the possession or control of such person, sifting the area across such boundary shall not be required. Failure to timely sift all areas required shall be an offense punishable as provided by Section 1-12 of this Code. Any lot or site not sifted as required by this law is declared a public nuisance which may be abated by the City pursuant to any of the remedies included or incorporated in Chapter 15 of this Code, including the right to place a first priority lien on the property for the cost thereof, or any other remedy provided by law. (Ord. No. 519, §1, 6-10-97; Ord. No. 568, §1, 7-23-98)*

H. Unless otherwise permitted, tents are prohibited within “Scenic Corridors” as defined in the LDC whose boundaries are all areas lying within one hundred (100) feet of the nearest right-of-way of the City of Panama City Beach at any time:

Other prohibited points are **required parking spaces**, and any location that obstructs vision at entrance or exit points.

Upon issuance of the tent permit, promoters/vendors are required to have or obtain a business tax receipt from the Licensing Department and display in highly visible area at tent site for police, and/or inspectors. **No exceptions** will be allowed and failure to produce license and permit for City Officials will result in immediate tent closure and legal remedies.