

**CITY OF MILTON
TEMPORARY USE PERMIT APPLICATION**

EVENT INFORMATION

Organization: _____ Event: _____
Contact Person: _____ Application Date: _____
Phone #: _____ Date(s) of Event: _____
Location of Event: _____

Permit Requested: Circus Carnival Fair Tent Sale
 Sidewalk Sale Temporary Promotional Activities
 Other _____

- Does the applicant own the property where the event is to be held? Yes No
- Will the exterior banners, signs, or other types of advertising be used? Yes No
- Will tents or canopies be used? Yes No

NOTE: Three (3) copies of a site plan showing the location and dimensions must be submitted with the application for all tents and/or canopies.

Regulations and Information:

1. A letter of permission from the property owner must be submitted if the applicant does not own the property where the special event is being held.
2. Three copies of a site plan indicating tent size and type of surface over which the tent will be installed must be submitted with the application for a tent/canopy permit. A site inspection will be made within three (3) calendar days of application.
3. A copy of the Florida Beverages Commission permit is required at the time of application and prior to event approval if alcohol is going to be sold.
4. Off-site signage is not permitted.
5. A life safety inspection must be performed for each tent/canopy event, (i.e. fireworks, Christmas tree sales).

I, the undersigned, will indemnify and hold harmless, the City of Milton, its employees, officers and other associates, from and against any actions, in law of in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the issuance of this permit.

Signature of Applicant

Date

Received by

Date

Approved

Denied

Chief of Police

Date

Comments/Requirements: _____

Approved

Denied

Fire Chief

Date

Comments/Requirements: _____

Approved

Denied

Planning Director

Date

Comments/Requirements: _____

