



**CITY OF HALLANDALE BEACH TEMPORARY USE
SPECIAL EVENT AUTHORIZATION
GENERAL INFORMATION FEES
BUILDING PERMITS**

Temporary uses conducted within the City of Hallandale Beach are regulated by Division 20, Section 32-701 through Section 32-710 (Ordinance #2014-11 & 2016-10)) of the City of Hallandale Beach Zoning and Land Development Code and require City approval prior to operation.

The following is a list of temporary use activities regulated by the Code and which require Temporary Use-Special Event Authorization:

No Person shall operate a temporary use within the City without first obtaining a temporary-special event authorization. A temporary use shall include, but not be limited to:

- (1) Events held indoors and promotional events that change the city-approved use of the facility.
- (2) Special events that involve street closures or include event components requiring the coordination of a number of City departments or other agencies, or involve activities such as the use of alcohol, on-site commercial cooking, public assembly, food sales or large scale temporary structures

Outdoor sales of a temporary nature including, but no limited to:

- (1) Sidewalk Sales, except as provided in Sec. 32-168, as amended,
- (2) Seasonal sale in B-G, Business General District or less restrictive district,
- (3) Grand opening sale,
- (4) Going-out-of business sale,
- (5) Fundraising sale and similar gatherings,
- (6) Any other off-premises sale or exhibition.

Outdoor special events including, but not limited to:

- (1) Concerts,
- (2) Festivals,
- (3) Parades
- (4) Carnivals
- (5) Athletic events, walks or races,
- (6) Flea Markets or farmer's market
- (7) Outdoor community events, such as, a block party and other similar uses of a temporary nature not specifically permitted by this Chapter, as determined by the City Manager.

Recurring Events

A recurring event is a temporary use generally requiring a temporary use-special event authorization and occurs a minimum of four (4) times a year and meets the same conditions outlined in Section 32-703. A recurring event, pursuant to Sec. 32-702(a), is permitted on properties owned by the City of Hallandale Beach or the City of Hallandale Beach Community Redevelopment Agency, those zoned Recreation and Open Space (OS). Community Facilities (CF), Planned Local Activity Center (PLAC), commercial recreational active (CR-A) or Central Regional Activity Center, more specifically, the Fashion Art & Design and Greyhound Track sub-districts, which shall be eligible for an annual permit. Such permit may be issued on a fiscal year basis.

TEMPORARY USE – SPECIAL EVENT AUTHORIZATION APPLICATION PROCESS

- (1) Applications may be obtained at the Development Services Department. Such applications shall be submitted to the Development Services Department together with the application fee at least 45 days prior to the event. All pertinent information required in the application must be provided to the Development Services Department. The application is then reviewed by various applicable departments, such as Police and Fire.
- (2) **Site Plan Required:** A site plan of the property depicting the location of temporary structures with setbacks to the property line, available parking and signage proposed must be provided with the application.
- (3) **Fees:** The application fees for temporary uses are non-refundable. Non-Profit or Religious organizations are exempt from paying an application fee. The application fee for non-concert events is \$250.00 and \$500.00 for events attracting 250 or more customers.

THE FOLLOWING FEES ARE APPLICABLE TO ALL TEMPORARY USES

Annual Temporary Use Permit (Recurring Events)

All related event fees, plus one-time application fee	350.00
Non-concert Events	
Applications filed within 30 days prior notice (Residential Use)	150.00
Applications filed within 30 days prior notice	250.00
Applications filed within 20 days prior notice – addt'l charge	150.00
Events attracting 250 or more customers up to 1,000	
Each additional 1,000 attendees up to a maximum of 4,000	
Applications filed within 30 days prior notice	500.00
Applications filed within 20 days prior notice – addt'l charge	250.00
Above 1,000, additional charge for every 1,000 anticipated attendees	200.00

Type of Use:

Special automobile sale

Fee per day	175.00
Minimum fee	175.00

Any other off-premises sale

Fee per day	150.00
Minimum fee	150.00

Sidewalk sale

Fee per day	20.00
Minimum fee	20.00

Any other sale

Fee per day	20.00
Minimum fee	100.00

Athletic event

Fee per day	150.00
Minimum fee	150.00

Concert

Fee per day	150.00
Minimum fee	150.00

Outdoor religious event

Fee per day	40.00
Minimum fee	40.00

After the fact applications

After the fact applications for events held without a Temporary Use-Special Event Authorization

Fees will be billed to the property owner

Non-Profit, Non-concert, and Concert events

Less than 100 attendees	200.00
101 to 300 attendees	500.00
301 to 500 attendees	2,000.00
501 or more attendees	4,000.00

PLUS – additional fee of actual staff time will be applied at the City’s hourly rate (Non-payment of fees billed will impact the use of the venue for future events) (Outdoor community event or any event not listed shall be determined by the City Manager.)

REVIEW CRITERIA/APPROVALS

A Temporary Use – Special Event Authorization application is subject to the City Manager’s approval upon determination that:

- (1) Surrounding and nearby properties are suitably protected from adverse conditions that may reasonably be expected to result from proposed use.
- (2) The proposed use is not likely to create hazardous vehicular or pedestrian traffic conditions, or result in traffic in excess of the capacity of streets serving it.
- (3) Adequate off-street parking is available.
- (4) Adequate utilities, drainage, refuse management, emergency services and access, Traffic control, security, and other necessary facilities and services are available, and all necessary sanitary facilities have been approved by the proper authorities.
- (5) All other applicable laws and regulations of the City and of any other regulatory body or agency have been complied with.

Temporary Use – Special Event Authorizations are generally issued for a specific period of time not to exceed five (5) days or in the case of a seasonal sale such as Christmas trees and pumpkins, thirty (30) days.

BUILDING PERMIT

In certain circumstances, the Building Official will require that a Building Permit be obtained and associated inspections(s) may be performed and approved.

During the review of an application for a Temporary Use/Special Event Authorization, the Building Division determines if a Building Permit is necessary in addition to the Temporary Use/Special Event Authorization. If individual components of the proposed event require a permit, such components are reviewed and approved through the Building Permit.

The purpose of the Building Permit is to assure the safe use of a property or portions thereof for assembly and/or of those temporary structures occupied. At minimum, the planned layout is inspected for proper egress from the area in case of an emergency. Both the Fire Department and the Building Division have an obligation to determine a use is safe and to verify proper configuration of public gatherings. Other components such as temporary tents and structures, electrical power and restroom facilities, whether requiring permits or not, are often needed to support temporary assemblies.

The processing of a Building Permit application includes a review of the overall crowd confinement and configuration on site, a verification that enough egress points exist, and confirmation that restroom facilities are provided to prevent a sanitary concern.

A field inspection will confirm the approved installed layout and any individual components included in the permit as necessary.

In addition to the fees for Temporary Use/Special Event Applications, if it is determined that a Building Permit is required, the applicant also pays the associated building permit fees for such Permit.

The following checklist has been developed for informational purposes on common temporary structures requiring the submittal of a Building Permit in the Building Division:

Structure	Permit Required
Tents	Building Permit
Temporary bleachers	Building Permit
Temporary stages	Building Permit
Portable Toilets	Plumbing Permit
Signage	Building Permit
Generator	Electrical Permits
Music amplification system	Verify with Bldg. Div.
Other Structures not mentioned	Verify with Bldg. Div.

In the event that a Building Permit is required from the Department of Sustainable Development, permit applications may be submitted to the Building Division **simultaneously** with the application for the Temporary Use-Special Event Authorization.

FOR MORE INFORMATION ABOUT REQUIRED BUILDING PERMITS, PLEASE CONTACT THE BUILDING DIVISION AT 954-457-2220 OPTION 2.

www.coHB.org/BuildingPermit

FOR MORE INFORMATION ABOUT TEMPORARY USE-SPECIAL EVENT AUTHORIZATION, PLEASE CONTACT THE BTR DIVISION AT 954-457-2220 OPTION 4

www.coHB.org/SpecialEventPermit