



MIAMI BEACH

OFFICE OF THE CITY MANAGER

NO. LTC # 297-2013

LETTER TO COMMISSION

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Jimmy L. Morales, City Manager

DATE: August 26, 2013

SUBJECT: New Building Department Procedures for Special Event Permits

The purpose of this Letter to Commission is to notify the City Commission that the Building Department has simplified and streamlined the existing processes for the review and approval of special event permits and related inspections.

Given the critical role that special events play in maintaining the City of Miami Beach's reputation as a thriving cultural and entertainment center, the Building Department has reduced the process to writing in a Standard Operating Procedure ("SOP") in order to expedite permitting and inspections for these events. This SOP makes the special event permitting process more transparent by providing the exact guidelines and procedures for event planners to follow. A copy of the "Special Event Permits" SOP is attached to this Letter to Commission.

In order to avoid delays and confusion that have negatively impacted these special event permit applications in the past, these permits will now be given priority status and will be expedited along with homeowner permits. In addition to the faster turnaround times, the SOP provides clear guidelines for interior and exterior events, exact submittal and fee requirements, and clear inspection criteria. By providing for a streamlined and consistent process, we hope to encourage more and better events to come to the City, and greater compliance with the law.

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MIAMI BEACH

Policies and Procedures

Special Event Permits

POLICY

To streamline the permit process for special events, the Building Department will have a simplified process for review, approval and inspections according to the following procedures.

PROCEDURE

If building permits are required, the event's coordinator must schedule a meeting with the Building Official **at least two weeks prior to the event** by contacting the Building Department Administration office at (305)-673-7610 ext 6868 or via email ScarlettMolina-Urrego@miamibeachfl.gov.

Permits Required

For **interior events**, any existing building where the maximum occupant load of the area to be used is not exceeded and no additional electrical, mechanical or plumbing installations are required, will be exempt from permit requirements.

For all **exterior/outdoor events**, event planners must comply with all of the requirements of the City of Miami Beach Special Events office along with all Police, Public Works and Code Enforcement requirements. Additionally, the Building Department will require a building permit. For all exterior/outdoor events where tents, bleachers, stages, structures of any type or electrical (power distribution from panel or generator), mechanical, plumbing installations are required the permits must be obtained by Florida or Miami Dade County licensed contractor(s) who will be responsible for the installations.

In addition, any structures in the interior or exterior of building 30" or less in height will be exempt from permit requirements. Structures in the interior or exterior of the building greater than 30" in height must obtain a building permit.

Self contained UL listed and approved air conditioning units with no additional hosing or piping are exempt from permit requirements.

Special event submittals will receive expedited reviews from the drop off plan review Plan Routers in the Building Department. The special events submittals will be labeled with the yellow plan routing tag for identification purposes and will be stored in the bin labeled "Homeowner and Special Events" to facilitate expediting.

The applicant must submit all required documentation:

- A *Permit Application* executed by a licensed contractor and property owner (or for city property Special Event office approval).

We are committed to providing excellent public service and safety to all who live, work and play in our vibrant, tropical, historic community.

- (2) Site plans with a general layout of vendor spaces, fences, generators, portable toilets, tents, bleachers, stages and other structures with dimensions from property lines and dimensions between structures.
- In addition to the (2) site plans, all tents, bleachers, stages and other structures require structural calculations.
- Electrical site plans showing electrical service points, location of electrical panels and generator specifications if applicable.
- Electrical calculations and one line drawings may be required.
- Life safety plan and occupant load as required by the Fire Marshall.
- *Special Inspector Form* for inspection of tents, bleachers, stages and other structures.

Fees

The permit fees below apply to special events. They represent the minimum allowable permit fees for each category as per the Building Department's Fee Ordinance. Fees for electrical, mechanical and plumbing installations represent the approximate cost of overtime inspection for small events and large events. This information is provided to allow more certainty for planners to project costs. In addition, Fire, Planning & Zoning and Public Works fees may be assessed on the building permit. Small events are events that include 1-10 tents, bleachers, stages and other structures. Large events are those that include more than 10 tents, bleachers, stages and other structures. Temporary structures that do not cover an area in excess of 120 square feet, including connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for less than 10 persons, are exempted from permit requirements as per Florida Building Code section 3103.1.1.

		Building	Fire	Planning	Public Works	Total
Temporary Platforms/stages for public assembly, first approval	Per structure	\$103.70	\$181.48	\$28.00	\$26.96	\$340.14
Temporary Bleachers for public assembly, first approval	Per structure	\$94.37	\$165.92	\$25.93	\$24.88	\$311.10
Temporary Platforms & bleachers for public assembly, re-approval	Per structure	\$19.70	\$21.78	\$ -	\$ -	\$41.48
Temporary Structure/Trusses/Statues	Per structure	\$103.70	\$73.63	\$ -	\$ -	\$177.33
Tents (excludes electric & plumbing per tent	121 to 1,000 sq ft	\$103.70	\$137.92	\$ -	\$26.96	\$268.58
	Each additional 1,000 sq ft over 1,000	\$ -	\$38.37	\$ -	\$17.62	\$55.99
Electrical Installation	Small event	\$250.00	\$ -	\$ -	\$ -	\$250.00
	Large event	\$500.00	\$ -	\$ -	\$ -	\$500.00
Mechanical Installation	Small event	\$250.00	\$ -	\$ -	\$ -	\$250.00
	Large event	\$500.00	\$ -	\$ -	\$ -	\$500.00
Plumbing Installation	Small event	\$250.00	\$ -	\$ -	\$ -	\$250.00
	Large event	\$500.00	\$ -	\$ -	\$ -	\$500.00

In addition to the fees listed above, state and county surcharges will be assessed as follows:

Department of Community Affairs (DCA)	1.5% of the total Building permit fee (excludes Fire, Planning and Public Works)
Department of Business and Professional Regulation (DBPR)	1.5% of the total Building permit fee (excludes Fire, Planning and Public Works)
Miami Dade County Code Compliance	\$0.60 per \$1000 of construction cost
Sanitation Fee	0.3% of Job Value (Min \$15.00, max \$1,500.00)
Building Training Fee	6% of the total Building permit fee (excludes Fire, Planning and Public Works)
Fire Training Fee	6% of the total Fire permit fee (excludes Building, Planning and Public Works)

Inspections

For those events that require permits, the Building Department will perform an electrical (and mechanical if applicable) safety inspection. The contractor of record for the tents, bleachers, stages and other structures will provide a *Field Inspection Approval Form* from the Special Inspector (a Florida licensed professional engineer) certifying that the installation is safe and in compliance with the Florida Building Code.

Electrical and mechanical inspections will be performed when a permit is required. The contractor responsible for the installation must be present during the inspection and ready to make any necessary corrections to allow the opening of the event and avoid any potential delays.

Inspections must be scheduled and coordinated by the contractors a minimum of 24 hours before the opening of the scheduled event. For a small, one day event it is recommended to coordinate with the Electrical and Mechanical Chiefs during normal working hours.

Forms

The *Permit Application*, *Special Inspector Form* and *Field Inspection Approval Form* can be obtained at the City of Miami Beach Building Department website: www.miamibeachfl.gov.

REFERENCE

- Chapter 8, *Miami-Dade County Code*
- Chapter 489, *Florida Statutes*
- *Florida Building Code, 2010*

PREPARED BY: Building Department

APPROVED BY:  _____

Building Director

DATE: 8/23/2013

Revised: 08-08-2013

Revised: 08-15-2013

Revised: 08-23-2013