



**City of Naples - Building Department**

295 Riverside Circle | Naples, Florida 34102

Phone: (239) 213-5020

www.naplesgov.com

**TEMPORARY USE  
ZONING PERMIT APPLICATION**

**Type of Permit Requested:**

**Organization:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Event:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Date(s) of Event:** \_\_\_\_\_

**Address of Event:** \_\_\_\_\_

**Permit(s) Requested:**

Tent     Car Wash     Sidewalk Sale     Sales/Promotion Sign/Banner

Other: \_\_\_\_\_

• Does the applicant own the property where the event is to be held?     Yes     No

If No, provide letter as requested in Regulations #1

• Will exterior banners, signs, or other types of advertising be used?     Yes     No

• Will tents or canopies be used?     Yes     No

(Attach a copy of certificate flame resistance)

• Will alcohol be sold?     Yes     No

**The following must be included with the application:**

\_\_\_ Two copies of a site plan showing location and dimensions of sign/banner must be submitted with application for sign/banner.

\_\_\_ Two copies of a site plan including tent size and type of surface over which the tent will be installed must be submitted with application for a tent/canopy permit.

**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. A site plan indicating tent size and type of surface over which the tent will be installed must be submitted with application for a tent/canopy permit. A site inspection will be made within 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. The fee for this permit is \$60.00. This fee is not refundable nor is it credited to any other fee.

I, the undersigned, will indemnify and hold harmless, the City of Naples, its employees, officers and any other associates, from and against any actions, in law or 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

**Approved by:**

\_\_\_\_\_  
Fire Department

\_\_\_\_\_  
Date

Comments/Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Planning Department

\_\_\_\_\_  
Date

Comments/Requirements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee paid: \_\_\_\_\_