

Permitting Procedures for Temporary Tents and Membrane Structures



A public information service of

**Miami-Dade
Building and Neighborhood
Compliance Department**

Miami-Dade County
Permitting & Inspection Center
11805 S.W. 26th Street (Coral Way)
Miami, Florida 33175-2474
(786) 315-2000
www.miamidade.gov/building



Miami-Dade County

Building and Neighborhood Compliance Department

Permitting Procedures for Temporary Tents and Membrane Structures

Q What is a temporary structure?

A A temporary structure is considered to be a tent or membrane structure erected for a period of more than 45 days but less than 180 days that is used for special events such as revivals, carnivals, assemblies, circuses, sporting events and for the sale of items such as sparklers, Christmas trees, pumpkins, stuffed animals and/or flowers. Events of 45 days or less should refer to the procedures established for Short Term Events.

Q Do all temporary structures require a building permit?

A No. Tents erected for camping and for events in single family residences do not require a building permit. Building permits are only required for temporary tents and membrane structures that are larger than 10' x 12' or any size membrane structure used for the sale of items such as sparklers, Christmas trees, pumpkins, stuffed animals and/or flowers.

Q I have a temporary structure that requires a permit. Where do I go to apply for a permit?

A Building permits for the erection of temporary structures in unincorporated Miami-Dade County can be obtained from the Building and Neighborhood Compliance Department, Miami-Dade County Permitting & Inspection Center, 11805 S.W. 26th Street (Coral Way).

Q Who is a qualified applicant?

A The department will recognize a tent erector company as a qualified applicant. A general contractor or a specialty contractor can also serve as a qualified contractor. For further details, please refer to Chapter 10 of the Code of Miami Dade County or Chapter 489 of the Florida Statutes.



Q What should I bring to the Building and Neighborhood Compliance Department to apply for a permit?

A You will be required to bring a completed permit application signed by a qualified applicant; two completed sets of plans showing all property lines, together with dimensions of same; all street(s) or avenue(s) on which the property is located; the location, setback, dimensions and description of all existing buildings, light standards, driveways, customer parking areas and the size, location and setbacks of the temporary structure(s); the location and number of restroom facilities. Plans detailing the temporary structure must comply with the Florida Building Code (FBC), and NFPA 102; and should contain product approved drawings and Notice of Acceptance from Miami-Dade County if applicable. All plans must include structural calculations and a copy of the Class A flame spread certification. Additionally, if bleachers or stages are being used, these items must be detailed and structural calculations are required. Plans must be signed and sealed by a State of Florida licensed architect or engineer.

The plans will be reviewed for compliance with life safety requirements, structural integrity, fire rating, electrical, mechanical, accessibility, and plumbing requirements, if applicable. In addition to being reviewed by the Building and Neighborhood Compliance Department, plans will be reviewed by other regulatory agencies including, but not limited to, the Department of Environmental Resources Management (DERM) and Miami-Dade Fire Rescue Department. Additional requirements for the assembly of temporary structures are outlined below:

Special Requirements for Assemblies, Circuses and Sporting Events


□ Applications for the building permit must be submitted at least thirty days prior to the event.



- ❑ Parking requirements for circuses and sporting events shall be calculated on a basis of one parking space for every 50 square feet of tent area. All such parking spaces must be provided on the subject site.
- ❑ A letter from the property owner authorizing the dates of the event.
- ❑ A letter from the sponsor detailing the event.
- ❑ Written approval for sanitation and food service from the Florida Department of Health, Division of Hotel and Restaurant at 8405 N.W. 53rd Street, (305) 470-5680.
- ❑ Written approval from Miami-Dade County Police Department at one of the following locations:
 - 5975 Miami Lakes Drive East(305) 557-7090
 - 9101 N.W. 25th Street(305) 471-2800
 - 7707 S.W. 117th Avenue..... (305) 279-6929
 - Miami International Airport(305) 876-7373
 - 2950 N.W. 83rd Street(305) 836-8601
 - 10800 SW 211th Street (305) 378-4300
 - 15665 Biscayne Boulevard(305) 940-9980

MIAMI-DADE FIRE RESCUE DEPARTMENT (FIRE)

- ❑ A review of site and assembly (seating) plans are required.
- ❑ Minimum head room 7'6".
- ❑ The following must be provided in order to comply with the South Florida Fire Prevention Code, Article 40:
 - A. Provide one ABC type "2A" fire extinguisher for each 400 sq. ft., where mounted top of the extinguisher does not exceed five feet above floor. After the first 1200 sq. ft. (three extinguishers), provide one additional extinguisher for each 1000 sq. ft.
 - B. Minimum aisle width with seating 44". Aisles serving areas other than seating shall not be less than five feet wide and the number of such aisles shall be at the discretion of the authority having jurisdiction.

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- C. No parking within 100 feet except upon a public street.
 - D. “No Smoking” sign.
 - E. Provide Flame spread (class A) affidavit of affirmation.
 - F. There shall be a minimum of 12 feet between stake lines (Multiple Tents).
 - G. No unauthorized open flames permitted in tents.
 - H. Heating devices must comply with NFPA 101 (11.10), 2000 Edition and the authority having jurisdiction.
 - I. Fire watch is required for all tents over 1600 sq. ft. To arrange, please call Miami-Dade Fire Rescue Department (786) 331-4800.

Special Requirements for Tent Sales of Sparklers

- Sparkler sales can only be conducted on property zoned BU (Business District).
- Applications for the building permit must be submitted at least fourteen days prior to the date the sparkler sales will commence.
- Site drawing identifying parking spaces.
- Written approval from Florida Department of Health at 1725 N.W. 167th Street, (305) 623-3500.
- Executed agreement between the property owner and the sparkler retailer, giving permission to use the property for the sale of sparklers and the dates of operation.

MIAMI-DADE FIRE RESCUE DEPARTMENT (FIRE)

- Application is to include a copy of the Certificate of Registration available from State Fire Marshal (850) 413-3170.
- Copy of the company owner’s Florida Driver’s License.
- Site drawing identifying proximity of all buildings, other structures and streets and indicating location and type of fire extinguishers.
- Fire watch will be required if tent exceeds 1600 square feet or if distance separation to buildings is less than 100 feet. Tents are to be at least 25 feet from streets and 30 feet from property lines. A Fire Department Inspector will make a final determination if a fire watch is required at the time of inspection.



- ❑ Provide dates and hours of operation.
- ❑ Provide a minimum of two approved fire extinguishers rated 2A10BC to be readily visible and placed near exits. Travel distance to extinguishers is not to exceed 75 feet.
- ❑ There shall be no smoking in tents, and appropriate “No Smoking” signs shall be displayed conspicuously.
- ❑ Sparklers shall be sold in packages or zip locked or tied polyethylene bags.
- ❑ Sales from motor vehicles are prohibited.
- ❑ Sparklers shall not be stored, sold or dispensed in any manner where combustibles or flammable materials are dispensed.
- ❑ Sparklers shall be stored on skids or pallets a minimum of 4” off the ground to protect the chemical stability of the compounds from moisture.
- ❑ All merchandise must be removed from the tent daily unless an approved security system is provided.
- ❑ All storage containers shall be labeled “Class C Explosives” or “Explosives 1.4G”.

Special Requirements for Tent Revivals and Carnivals

- ❑ Applications for the building permit must be submitted at least 30 days prior to the event.
- ❑ A tent revival is permitted on bona fide church premises, on industrial properties and on properties zoned BU-2 or BU-3. A carnival tent is permitted on bona fide school properties.
- ❑ Signed waivers of objection from 100% of all property owners within 500 feet or signed waivers of objection from 80% of all property owners **or** tenants of residential buildings within 1,000 feet of the site proposed for the tent revival, including their addresses and phone numbers.
- ❑ A letter from the property owner authorizing the dates of the event **and** a letter from the sponsor detailing the event.



Written approval from Miami-Dade County Police Department at one of the following locations:

- 5975 Miami Lakes Drive East (305) 557-7090
- 9101 N.W. 25th Street (305) 471-2800
- 7707 S.W. 117th Avenue. (305) 279-6929
- Miami International Airport (305) 876-7373
- 2950 N.W. 83rd Street (305) 836-8601
- 10800 S.W. 211th Street (305) 378-4300
- 15665 Biscayne Boulevard (305) 940-9980

Parking requirements for tent revivals shall be calculated on the basis of one parking space for every 50 sq. ft. of tent area. All such parking spaces must be provided on the subject site.

MIAMI-DADE FIRE RESCUE DEPARTMENT (FIRE)

The following must be provided in order to comply with the South Florida Fire Prevention Code, Article 40:

- A. Provide one ABC type “2A” fire extinguisher for each 400 sq. ft., where mounted top of the extinguisher does not exceed five feet above floor. After the first 1200 sq. ft. (three extinguishers), provide one additional extinguisher for each 1000 sq. ft.
- B. Minimum aisle width with seating 44”. Aisles serving areas other than seating shall not be less than five feet wide and the number of such aisles shall be at the discretion of the authority having jurisdiction.
- C. No parking within 100 feet except upon a public street.
- D. “No Smoking” sign.
- E. Provide Flame spread (class A) affidavit of affirmation.
- F. There shall be a minimum of 12 feet between stake lines (Multiple Tents).
- G. No unauthorized open flames permitted in tents.
- H. Heating devices must comply with NFPA 102, 1986 Edition and the authority having jurisdiction.
- I. Fire watch is required for all tents over 1600 sq. ft. To arrange, please call Miami-Dade Fire Rescue Department (786) 331-4800.



Special Requirements for Christmas Trees

- ❑ Christmas tree sales can only be conducted on properties zoned BU (Business District)
- ❑ Applications for the building permit must be submitted at least fourteen days prior to the date the Christmas tree sales will commence.
- ❑ Written approval from Florida Department of Health at 1725 N.W. 167th Street, (305) 623-3500.
- ❑ Executed agreement between the property owner and the Christmas tree retailer, giving permission to use the property for the sale of Christmas trees and the dates of operation.

MIAMI-DADE FIRE RESCUE DEPARTMENT (FIRE)

- ❑ A review of site and assembly (seating) plans are required.
- ❑ Minimum head room 7'6".
- ❑ The following must be provided in order to comply with the South Florida Fire Prevention Code, Article 40:
 - A. Provide one ABC type "2A" fire extinguisher for each 400 sq. ft., where mounted top of the extinguisher does not exceed five feet above floor. After the first 1200 sq. ft. (three extinguishers), provide one additional extinguisher for each 1000 sq. ft.
 - B. Minimum aisle width with seating 44". Aisles serving areas other than seating shall not be less than five feet wide and the number of such aisles shall be at the discretion of the authority having jurisdiction.
 - C. No parking within 100 feet except upon a public street.
 - D. "No Smoking" sign.
 - E. Provide Flame spread (class A) affidavit of affirmation.
 - F. There shall be a minimum of 12 feet between stake lines (Multiple Tents).
 - G. No unauthorized open flames permitted in tents.
 - H. Heating devices must comply with NFPA 102, 1986 Edition and the authority having jurisdiction.



Q I am planning on cooking under my membrane structure. Is this allowed?

A No cooking is allowed under a membrane structure unless approval is given by the Miami-Dade Fire Rescue Department. Additional requirements include: a written approval from the Miami-Dade County Health Department; a Class A flame spread certificate; and an inspection from the Division of Hotels and Restaurants.

Q How long does it take for my plans to be processed?

A According to the type of membrane structure, your plans will be processed within the following time frames:

Type of Membrane Structure:

Tents used for the sale of items such as sparklers, Christmas trees, pumpkins, stuffed animals, and/or flowers.

Deadline for Plan Submittal:

Plans must be submitted Monday - Friday, between the hours of 7:30 a.m. - 4:00 p.m., excluding legal holidays.

Anticipated Completion Time for Plan Reviews:

Four (4) to five (5) days.

Type of Membrane Structure:

Tents used for Revivals, Carnivals, Assemblies, Circuses and/or Sporting Events

Deadline for Plan Submittal:

Plans must be submitted Monday - Friday, between the hours of 7:30 a.m. - 4:00 p.m., excluding legal holidays

Anticipated Completion Time for Plan Reviews:

Four (4) to five (5) days.

Please remember to allow adequate time for all plans to be processed.

Q Is there a fee for obtaining permits for membrane structures?

A Yes. Please obtain a copy of the department's fee schedule for current information. In addition to the Building and Neighborhood Compliance Department's fees, fees may be required from other applicable agencies such as, but not limited to, DERM and Fire.



Q Are any other permits required from the Building and Neighborhood Compliance Department?

A Yes. A final building inspection by the Building and Neighborhood Compliance Department is required for all membrane structures that are issued a building permit. Inspections are required for electrical, plumbing and/or mechanical work. Additionally, please note the special inspection requirements outlined below:

Special Inspection Requirements For Tent Sales of Christmas Trees

- ❑ The tent must be erected and all final inspections must be requested and approved prior to obtaining a Certificate of Use and Occupancy.

MIAMI-DADE FIRE RESCUE DEPARTMENT (FIRE)

- ❑ Christmas tree sale permits will not be issued unless the Miami-Dade County Fire Rescue Department inspects the site. To have an inspection, please call the Fire Engineering Section at (786) 315-2771 at least five days prior to the sale. Sites will be stocked and ready for operation at time of inspection, otherwise, permit will not be issued.
- ❑ Permit is not valid until site has been approved and permit is signed by a Fire Department Inspector. Permits are to be kept on the premises and are subject to inspection by any representative of the Fire, Police or Building departments.

Special Inspection Requirements For Assemblies, Circuses And Sporting Events

- ❑ If food is being prepared or sold in conjunction with the event, contact the Division of Hotels and Restaurants at (850) 487-1395 to arrange for an inspection.
- ❑ The tent must be erected and all final inspections must be requested and approved prior to obtaining a Certificate of Use and Occupancy.



MIAMI-DADE FIRE RESCUE DEPARTMENT (FIRE)

- ❑ Permits will not be issued unless the Miami-Dade County Fire Rescue Department inspects the site. To have an inspection, please call the Fire Engineering Section at (786) 315-2771 at least five days prior to the sale. Site will be stocked and ready for operation at time of inspection, otherwise, permit will not be issued.
- ❑ Permit is not valid until site has been approved and permit is signed by a Fire Department Inspector. Permits are to be kept on the premises and are subject to inspection by any representative of the Fire, Police or Building departments.

Special Inspection Requirements For Tent Sales Of Sparklers

- ❑ The tent must be erected and all final inspections must be requested and approved prior to obtaining a Certificate of Use and Occupancy.

MIAMI-DADE FIRE RESCUE DEPARTMENT (FIRE)

- ❑ Sparkler sale permits will not be issued unless the Miami-Dade County Fire Rescue Department inspects the site. To have an inspection, please call the Fire Engineering Section at (786) 315-2771 at least five days prior to the sale. Sites will be stocked and ready for operation at time of inspection, otherwise, permit will not be issued.
- ❑ Permit is not valid until site has been approved and permit is signed by a Fire Department Inspector. Permits are to be kept on the premises and are subject to inspection by any representative of the Fire, Police or Building departments.

Special Inspection Requirements For Tent Revivals And Carnivals

- ❑ The Tent must be erected and all final inspections must be requested and approved prior to obtaining a Certificate of Use and Occupancy.



MIAMI-DADE FIRE RESCUE DEPARTMENT (FIRE)

- ❑ Permits will not be issued unless the Miami-Dade County Fire Rescue Department inspects the site. To have an inspection, please call the Fire Engineering Section at (786) 315-2771 at least five days prior to the event. Sites will be stocked and ready for operation at time of inspection, otherwise, permit will not be issued.
- ❑ Permit is not valid until site has been approved and permit is signed by a Fire Department Inspector. Permits are to be kept on the premises and are subject to inspection by any representative of the Fire, Police or Building departments.

Q What steps do I follow in order to receive a Building and Neighborhood Compliance Department inspection?


A Please have the approved plans and permit card posted at the job site. Call for a Building and Neighborhood Compliance Department inspection 24 hours in advance.

Q Is a Certificate of Occupancy (C.O.) and a Certificate of Use (C.U.) required for my event and membrane structures?

A Yes. A Certificate of Occupancy (C.O.) will be issued by the Building and Neighborhood Compliance Department once all final inspections are approved. The Certificate of Use (C.U.) will be issued by the Department of Planning and Zoning for the specific dates of the event. Fees for C.U.'s vary depending on the type of event. Please contact the Department of Planning and Zoning, Zoning Permits Section at (786) 315-2666 for further information on fees.

Q My special event is a major event. Can the Building and Neighborhood Compliance Department have inspectors readily available?

A Yes. The Building and Neighborhood Compliance Department will be able to station inspectors at the site during the time of erection of the structure. Inspectors will be available to address problems or issues which arise and require immediate attention. For further information, please contact the Building and Neighborhood Compliance Department at (786) 315-2000.



Q My special event occurs annually and I re-use the same membrane structure. In order to receive a building permit, do I follow the same process each year?


A Each year you will be required to submit a completed permit application, the site plan, landscape plan and soil improvement certification as required by code. You also must submit all other event specific documentation, such as, but not limited to: letters of authorization, dates and hours of events, and Florida Department of Health approval.

The actual specifications for the membrane structure do not need to be re-submitted. You will only need to indicate the permit number from the previous year on your site plan. Additionally, you will need to submit a notarized affidavit from the tent manufacturer authorizing the use of the drawings. At the time the permit is ready to be issued, the design professional/engineer will be required to sign and seal copies of the drawings that have been reproduced from the Building and Neighborhood Compliance Department archives.

Q Can I have typical tents processed in advance of my event in order to have building reviews and approval for standard membrane structures on record to help expedite the approval of a permit for the event?

A Yes. As previously mentioned, the Building and Neighborhood Compliance Department will review typical types of membrane structures throughout the year and will file the drawings in the Building and Neighborhood Compliance Department's files for future use.

Each year you will be required to submit a completed permit application, the site plan, landscape plan and soil improvement certification as required by code. You also must submit all other event specific documentation, such as, but not limited to: letters of authorization, dates and hours of events, and Florida Department of Health approval.



The actual specifications for the membrane structure do not need to be re-submitted. You will only need to indicate the permit number from the previous year on your site plan. Additionally, you will need to submit a notarized affidavit from the tent manufacturer authorizing the use of the drawings. At the time the permit is ready to be issued, the design professional/engineer will be required to sign and seal copies of the drawings that have been reproduced from the Building and Neighborhood Compliance Department archives.

Q Are these all of the regulation and permitting procedures for membrane structures?

A No. Please remember that this information is being provided to you as a guide to assist you with the permitting process for membrane structures. Please contact each applicable agency to verify and obtain recent information.

Additionally, contact the Department of Planning and Zoning with reference to Certificate of Use requirements.



Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of disability.
“It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act.”