

# Special Events/Sales Application

**City of Gainesville**

Applications may be *faxed* or *mailed* to the address on the left.

Code Enforcement Division 352-393-8575 or 334-5030 (phone)  
 306 NE 6th Avenue Rm 158 352-334-2239 (fax)  
 Gainesville, FL 32627-0490 [www.gainesvillecodes.org](http://www.gainesvillecodes.org)

DATE: \_\_\_\_\_  
**Special Event Permit fee: \$61.00**

Location of Sale: \_\_\_\_\_

Applicant (May be Individual or a Firm): \_\_\_\_\_

Type of Organization: (Please Circle)  Profit  Non-Profit  If Non-profit, Tax # \_\_\_\_\_

Name of Person In Charge: \_\_\_\_\_ Contact Information: \_\_\_\_\_

Nature of Special Event : \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 Cell# \_\_\_\_\_  
 Fax #: \_\_\_\_\_  
 email : \_\_\_\_\_

Starting Date of Event: \_\_\_\_\_ Ending Date of Event: \_\_\_\_\_

Type of Event/Sale	Check	Check List	Yes	No		
Promotional Sale (not to exceed 72 hrs)	<input type="checkbox"/>	Fire Works Sold	<input type="checkbox"/>	<input type="checkbox"/>		
Sale of seasonal, temporary goods, or non profit org. (not to exceed 30 days)	<input type="checkbox"/>	Alcohol Sale (Contact GPD - 352-393-7527)	<input type="checkbox"/>	<input type="checkbox"/>		
Special event/sale (not to exceed period of event) parades, festivals, home football games	<input type="checkbox"/>	Doors Obstructed	<input type="checkbox"/>	<input type="checkbox"/>		
Description of items to be sold:	<input type="checkbox"/>	Sidewalk Obstructed (must be setback 5' from sidewalk)	<input type="checkbox"/>	<input type="checkbox"/>		
		On Public Property	<input type="checkbox"/>	<input type="checkbox"/>		
		Trash Can - 30 Gallon or Larger (must be maintained/emptied by applicant/event organizer)	<input type="checkbox"/>	<input type="checkbox"/>		
		Temporary Building/Tent to be used (if yes building permit is required)	<input type="checkbox"/>	<input type="checkbox"/>		
		Temporary sign to be used (if yes sign permit is required)	<input type="checkbox"/>	<input type="checkbox"/>		
		Electrical lighting or wiring to be used (if yes temporary electric pole permit is required)	<input type="checkbox"/>	<input type="checkbox"/>		
				<b>Enter Number</b>		
				How many people do you expect to attend the event at a single time? (If greater than 50, please contact Gainesville Fire Rescue at 352-334-5065)		

**Signature of Applicant:** \_\_\_\_\_

Questions related to building, electrical or sign permits should be directed to the City of Gainesville Building Department at 352-334-5050.

**For Office Use Only**

Approved by:	Date:
Code Enforcement Manager or Designee	
Traffic Engineer (if required)	
Planning (if required)	
Gainesville Fire/Rescue (if required)	
Gainesville Police Department (if required)	
Building Inspections Department (if required)	

**Permit**

By the power granted under Section 30-67(g) of the Land Development Code for the City of Gainesville, I hereby authorize a special event/sale as noted in the application above. This permit is valid for applicant's business only.

Authorized by:	Date:
Received by:	Date: