

City of Gainesville

Checklist for Special Event

- ❑ **Special Event Application** (complete the application and turn it in to Code Enforcement.)
- ❑ **\$61.00 Permit required to process Special Event Application**
(Note: *Special Events/Outdoor Sale of Alcohol*– contact Gainesville Police Department at 352-393-7527)
- ❑ **Permission Letter** (to be completed by property owner and turned in to Code Enforcement)
- ❑ **Site Plan, must be 5 feet off sidewalk** (complete and turn in to Code Enforcement)
- ❑ **Flame Retardant Tent Certificate** if tent is over 200 sq. ft. - Contact Building Department at 352-334-5050 (turn in a copy to Building Dept.)
- ❑ **Trash Can**, 30 Gallon or larger (must be maintained and emptied by event organizer or designee)
- ❑ **Occupational License** - Contact Billing and Collections at 352-334-5024 (turn a copy in to Code Enforcement)
- ❑ Copy of **State Certification** if needed (turn a copy in with application)
- ❑ List of **Fire Works** to be sold if needed (turn a copy in with application)
- ❑ If **50 or more people** will attend the event at a single time - contact Gainesville Fire Rescue at 352-334-5065

The above required information is to be turned in to the **Code Enforcement Division**, 306 NE 6 Ave. (The Thomas Center), Room 156, Gainesville, FL no later than **ten (10)** working days prior to the event.

Code Enforcement **main** number: (352) 393-8575 or (352) 334-5030;

Fax: (352) 334-2239 **Website:** www.gainesvillecodes.org **email:** codes@gru.com