



Florida's Warmest Welcome

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**City of Pompano Beach**  
Department of Development Services  
Building Inspections Division

## Special Event Checklist

### WHEN DO I NEED A PERMIT?

An approved Special Event being held requires a permit to be issued.

### REQUIRED PERMIT APPLICATIONS & DOCUMENTS:

- A copy of the approved Special Event Form completed with all signatures for approval.
- Submit a completed [Broward County Uniform Permit Application \(Structural Checked\)](#) from a licensed Structural contractor.
- Submit a completed [Broward County Uniform Permit Application \(Electrical Checked\)](#) from a licensed Electrical contractor.
- Submit a completed [Fire Review Application](#) from a licensed contractor.
- Site Plan (Showing location of canopies with dimensions, fencing, etc....)
- Flame Retardant Certificates for canopies.
- Plan and details (signed, sealed and dated by a Florida Design Professional for the tie downs).
- Plans for (seating, fire extinguishers, exits, etc.) arrangement under canopies.
- Copy of a Business Tax Receipt.

### INSPECTIONS

#### Special Event Permit Inspections

1. BLDG TIE DOWNS
2. BLDG ATTACHMENT
3. BLDG FINAL STRUCTURAL

#### Fire Department Permit Inspections

1. FIRE DEPARTMENT FINAL

#### Electrical Permit Inspections (If applicable)

1. EL ROUGH
2. EL FINAL-ELECTRIC

### NOTICE OF COMMENCEMENT

A Notice of Commence is required to be submitted when the contract price is greater than \$2,500.00 for Mechanical change-outs. A recorded copy of the N.O.C. can be submitted with the permit application, or made available on the job site during your first inspection. Visit Broward County's website for more information:

<https://www.broward.org/RecordsTaxesTreasury/Records/Pages/NoticeofCommencement.aspx>

*Each project is unique, so additional items may be required depending on the scope of work being done.*

*Updated 6/9/2020*