

**CITY OF PANAMA CITY BEACH**  
**110 S ARNOLD ROAD, PANAMA CITY BEACH FL 32413**  
**850-233-5054 ext. 2313**  
[www.pcbgov.com](http://www.pcbgov.com)

**SMALL SPECIAL EVENT PERMIT**

**COMPLETED APPLICATION REQUIRED PRIOR TO EVENT:**  
**Small Event 20 Days Refer to Sec.4-18(3)**

Name and Address of Applicant:

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cell Phone # \_\_\_\_\_

Email: \_\_\_\_\_

List Date(s) and times of Event each day:

Date \_\_\_\_\_ Times \_\_\_\_\_ - \_\_\_\_\_      Date \_\_\_\_\_ Times \_\_\_\_\_ - \_\_\_\_\_  
Date \_\_\_\_\_ Times \_\_\_\_\_ - \_\_\_\_\_      Date \_\_\_\_\_ Times \_\_\_\_\_ - \_\_\_\_\_

1. Is this a small event? Yes \_\_\_\_\_ No \_\_\_\_\_ (Note: A small special event is an event with an anticipated, maximum attendance at any point in time of 500 persons or less.)
2. Does it meet the following criteria?
  - a) Anticipated Attendance exceeds venue capacity? Yes \_\_\_\_\_ No \_\_\_\_\_ **Refer to Sec. 4-16(A)**
  - b) Anticipated Parking exceeds venue capacity? Yes \_\_\_\_\_ No \_\_\_\_\_ **Refer to Sec. 4-16(B)**
  - c) Municipal Resources anticipated? Yes \_\_\_\_\_ No \_\_\_\_\_ **Refer to Sec. 4-16(C)**
3. Actual Attendance exceeds capacity of the event venue. Yes \_\_\_\_\_ No \_\_\_\_\_ **Refer to Sec. 4-16(D)**
4. Actual Vehicle Congestion. Yes \_\_\_\_\_ No \_\_\_\_\_ **Refer to Sec. 4-16(E)**
5. Actual Municipal Resources Required. Yes \_\_\_\_\_ No \_\_\_\_\_ **Refer to Sec. 4-16(F)**
6. Location of Event: \_\_\_\_\_
7. Cooler Event Type: \_\_\_ Patrons permitted to bring alcohol into event.  
\_\_\_ Alcohol sales event  
\_\_\_ NO alcohol event  
**Refer to Sec.4-18(2)**
8. Lighting Plan: Submit feasible, credible and sufficient flood lighting site plan for areas without adequate lighting. **Refer to Sec.4-18(6)**
9. Parking Plan: Submit feasible, credible and sufficient site plan showing location of parking areas, **handicap parking spaces, any off-site parking areas and pick up/drop off-sites. Refer to Sec.4-18(7)**

10. Traffic Control, Security and Emergency Vehicle Access in and around the Venue: Submit feasible, credible and sufficient plan showing traffic control with security and emergency vehicle access. **Refer to Sec.4-18(8)**  
Number of Traffic Control professional(s) # \_\_\_\_\_
11. Required feasible, credible and sufficient plan to enclose, restrict, or control access to all parking and the event venue. **Refer to Sec.4-18(12)**
12. Required feasible, credible and sufficient plan to provide and control safe pedestrian access between parking areas and venues. **Refer to Sec.4-18(13)**
13. Required feasible, credible and sufficient contingency plan to deal with persons congregating outside the event venue. **Refer to Sec.4-18(15)**

**Police Review:** Section’s #7,8,9,10,11,12 with required plans.

14. Required feasible, credible and sufficient plan demonstrating that any temporary structures (tents, booths, scaffoldings, stages, etc) conform to applicable building codes. Required plan or design professional documentation demonstrating that any temporary structures (electrical wiring, tents, booths, scaffoldings, stages, etc) conform to applicable building codes, wind loads, and are properly permitted by licensed contractor. **Refer to Sec.4-18(10)**
15. Sanitation Plan: Submit feasible, credible and sufficient site plan with location of sanitary facilities and location of trash receptacles. **Refer to Sec.4-18(4)**

Number of portable sanitary facilities provided: Standard \_\_\_\_ Handicap \_\_\_\_

**Building Official Review:** Section’s #9,14,15&17 and required plans.

16. Required Medical Facilities Plan: For a small event – none. **Refer to Sec.4-18(9)**
17. Site Plan: The site plan must be feasible, credible and sufficient and of size and detail to review the requirements of this ordinance. Separate site plans may be used to show different elements required by this ordinance. **Refer to Sec.4-18(12&13) for information/additional requirements for submittal.**
18. Site Plan: The site plan must be feasible, credible and of sufficient size and detail to review the requirements of this ordinance for **fire separation and emergency vehicle access**. Separate site plans may be used to show different elements required by this ordinance. **Refer to Sec.4-18(12,13) for information/additional requirements for submittal.**

**Fire/Rescue Review:** Section’s #18 and required plans.

19. Feasibility, credibility and sufficiency: Final application must demonstrate that applicant is capable of executing each plan. **Refer to PCB Code Sec.4-18(18&19) for information/additional requirements for submittal.**

20. Application Fee: An application fee for a **small special event** permit shall be accompanied by a fee of fifty dollars (\$50.00), for administrative expenses. **Refer to Sec.4-19(1)**

Amount: \_\_\_\_\_

Received by: \_\_\_\_\_

---

*FOR CITY USE ONLY*

APPLICATION ELEMENTS REVIEWED BY:

<i>Date</i>		<i>Initial</i>	<i>Comments</i>
_____	PCB BUILDING OFFICIAL		
_____	CODE ENFORCEMENT PCB		
_____	POLICE CHIEF		
_____	PCB FIRE CHIEF		
_____	BAY CO. MED.SERVICES DIRECTOR		
_____	CITY MANAGER		

CONDITIONS: