



Community Development
Zoning Division

18400 Murdock Circle, Port Charlotte, FL 33948-1094
Building Phone: 941.743.1201 | Fax: 941.764.4907
Zoning Phone: 941.743.1964 | Fax: 941.743.1593
www.Zoning@CharlotteCountyFL.gov
www.CharlotteCountyFL.gov

For Office Use Only

Permit Number
20
Application Date
Zoning Tech. Signature
Number of Firework Permits

Application – Temporary Use Permit (TUP)

Incomplete applications will not be accepted.

The application for a Temporary Use Permit must be submitted to the Charlotte County Zoning Division office at least fifteen (15) business days prior to the beginning of the proposed Temporary Use – Sec. 3-9-87(f).

- 1. Name of Event:
2. Event Location: (Address) (City) (State) (Zip)
3. Name of Applicant: (Applicant's Mailing Address) (City) (State) (Zip) (Applicant's Phone Number) (Applicant's E-Mail Address)
4. Property Owner(s) of Record: (Property Owner(s) Address) (City) (State) (Zip) (Property Owner's Phone Number) (Property Owner's E-Mail Address)
5. Zoning Classification of Property:
6. Type of Temporary Use Proposed: (Circle One) Type 1 (Up to 1500 Sq. Ft.) or Type 2 (1501 Sq. Ft. and up)
7. Description of Event:
8. Dates of Temporary Use: From: To:
9. Hours of Operation: From: To:
10. Number of Expected Participants:
11. Nonrefundable Application Fee (Must be submitted at time of application) Type 1: \$150.00 & Type 2: \$300.00

Required Additional Documents:

- Type 1 Additional Documents:
Property Owner's Authorization: Should an applicant not be the owner of the property; the applicant must submit a notarized authorization letter giving the applicant the right to apply for this permit.
Business Tax Receipt: Copy of the Charlotte County Business Tax Receipt obtained from Charlotte County Tax Collector Office or Nonprofit Organization form 501.3C from Florida Department of Revenue
Site Plan: Attach a Site Plan drawn to scale clearly illustrating location, size and placement of all existing structures, property lines, street(s), driveway(s), parking lot(s), as well as proposed temporary use area, proposed structures, parking plan, dumpsters, and portable toilets. Note: Unless approved by the Zoning Official, a Temporary Use cannot occupy on-site parking required by the Land Development Regulations to accommodate the ordinary parking requirements of the existing structures and uses on the property.



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- Contract for portable toilet(s) or letter from property owner allowing use of the on-site restrooms.**
- Site Clean-up:** The site of the temporary use must be cleared of all debris at the end of the use.
  - **Letter from applicant taking responsibility**
  - **Waste Management** (attach a signed contract) **or**
  - **Charlotte County Event Center** (attach copy of contract from Charlotte County)
- General liability:** Charlotte County Board of County Commissioners (CCBCC), 18400 Murdock Circle, Port Charlotte, FL 33948 must be listed as the Certificate Holder.
- Temporary Structures:** Temporary structures and stages that cover an area greater than 120 sq. ft. will require a review from the Building Construction Division. Construction documents for the structure shall include a site plan indicating the location in accordance with the requirements of Table 602 of the Florida Building Code based on the fire-resistance rating of the exterior walls for the proposed type of construction. Temporary structures shall conform to the means of egress requirements of Chapter 10 of the Florida Building Code and shall have an exit access travel distance of 100 feet or less. Note: All temporary structures must be removed no later than forty-eight (48) hours after the termination of the use.
- Type 2 Additional Documents:**
  - All Type 1 Additional Documents:** Property Owner’s Authorization, Business Tax Receipt, Site Plan, General liability, and if applicable Temporary structures permit.
  - Charlotte County Sheriff Determination:** A letter from the Charlotte County Sheriff’s determination whether any additional security or police service is necessary and the arrangement that has been made to accommodate that need.
  - Charlotte County Fire/EMS Determination:** A letter from the Charlotte County Fire/EMS setting forth a determination on whether any additional fire or rescue service is necessary and whether an arrangement has been made to accommodate that need.
  - Charlotte County Public Works Department Determination:** A letter from the Charlotte County Public Works Department setting forth a determination on whether any additional roadway plans are necessary and whether an arrangement has been made to accommodate the need.
    - If a road closure is less than a 24-hour period, no public works approval required. If the special event needs a road closure for more than 24-hours (other than for an emergency event), applicant needs to attach a maintenance of traffic (MOT) plan (must be signed by a licensed engineer in the State of Florida) with the permit application for the review by the public works department a least forty-five (45) days prior to the event. This will allow the proper review of the application consult other agencies if needed and to allow a public service announcement (PSA) regarding the road closure.

**Special Note: If the food will be served at this event applicant must obtain a Sanitation Certificate from the County Health Department prior to issuance of this Temporary Use Permit.**



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**Affidavit of Applicant**

I, the undersigned, being first duly sworn, depose and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owners of the majority of the property described and which is the subject matter of the proposed application; that all answers to the questions in this application, and all sketches, data and other supplementary matters attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application may be considered, and that if I am not the owner of the property, I have attached a notarized authorization from the owner(s) to submit with this application. I further agree to abide by all requirements for the Temporary Uses as set forth in Section 3-9-87 of Charlotte County Code.

**State of \_\_\_\_\_, County of \_\_\_\_\_**

The foregoing instrument was acknowledged before me, by means of \_\_\_\_\_ physical presence or online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Commission Number

**Property Owner's Consent**

I, \_\_\_\_\_ (print name), property owner of \_\_\_\_\_ do hereby give permission to \_\_\_\_\_, to operate a Temporary Use, as permitted by the Charlotte County Code, Section 3-9-87, at the aforementioned location.

**State of \_\_\_\_\_, County of \_\_\_\_\_**

The foregoing instrument was acknowledged before me, by means of \_\_\_\_\_ physical presence or online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Commission Number



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Please be advised that an application for the following Temporary Use (Special Event) has been made and possibly will be taking place subject to approval by the:

- Charlotte County Sheriff's Department
- Charlotte County Fire/EMS
- Charlotte County Public Works

Written description of proposed temporary use, including dates and times:

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As per Charlotte County Zoning Code, section 3-9-87 Temporary Use Code, approval signatures are required from the following offices prior to final approval by the Zoning Official.

_____	_____
Charlotte County Sheriff's Office	Date
_____	_____
Charlotte County Fire/EMS Department	Date
_____	_____
Charlotte County Public Works Department	Date



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**Special Event Sign-Off Contacts**

**Sheriff's Office (Please contact the closest office to your event)**

**District 1 – Englewood**

11051 Willmington Blvd., Englewood, FL 34224  
Phone Number: 941.475.9005  
Hours: Monday – Friday, 8:30AM to 5:00PM

**District 2 – Port Charlotte**

992 Tamiami Tr., Suite A, Port Charlotte, FL 33948  
Phone Number: 941.613.3245  
Hours: Monday – Friday, 8:30AM to 5:00PM

**District 3 – Port Charlotte**

3110 Loveland Blvd., Port Charlotte, FL 33980  
Phone Number: 941.258.3900  
Hours: Monday – Friday, 8:30AM to 5:00PM

**District 4 – Punta Gorda**

7474 Utilities Rd., Punta Gorda, FL 33982  
Phone Number: 941.639.2101  
Hours: Monday – Friday, 8:30AM to 5:00PM

**Fire/EMS Department**

Scott Morris - [scott.morris@charlottecountyfl.gov](mailto:scott.morris@charlottecountyfl.gov)  
26571 Airport Rd., Punta Gorda, FL 33982  
Phone Number: 941.833.5600  
Hours: Monday – Friday, 8:00AM to 5:00PM

**Public Works Department**

Ravi Kamarajugadda - [ravi.kamarajugadda@charlottecountyfl.gov](mailto:ravi.kamarajugadda@charlottecountyfl.gov)  
410 Taylor St., Punta Gorda, FL 33950  
Phone Number: 941.575.3668  
Hours: Monday – Friday, 8:00AM to 5:00PM

Joanne Vernon - [joanne.vernon@charlottecountyfl.gov](mailto:joanne.vernon@charlottecountyfl.gov)

410 Taylor St., Punta Gorda, FL 33950  
Phone Number: 941.575.3668  
Hours: Monday – Friday, 8:00AM to 5:00PM