



# Tribal Inspector's Department

## Special Event Permit Checklist

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### Required Permit Applications

- Special Event Application.** The [application](#) must be completely filled out and signed by a contractor or authorized agent for the event company. If portable generators are being used, and are connected to fixtures/equipment with human intervention (risk of electric shock), an electrical contractor\* will be required to fill out the second part of the application.

\* F.S. 489.103(3) Allows for an employee of the Tribe to act as a contractor.

### Minimum Submittal Requirements

- Site Plan** showing the layout of the event. Be sure to show ingress/egress points for the event, all tents and other temporary structures with dimensions, and locations of generators or other portable equipment of significance.
- Specifications for Tents / Temporary Structures\***. Submit tie down details, specifications showing compliance with NFPA 701 for fire, and a floorplan of each tent or structure indicating clear paths, exit signs, fire extinguishers, and "No Smoking" signs.  
*\* Non-commercial pop-up style tents (10x10 or 20x10) do not require specifications but must be shown on the event layout.*
- Specifications for Portable Generators.** If equipment or fixtures with human intervention are being powered by a generator, where a risk of electric shock is present, an electrical permit will be required. Examples of human intervention would be DJ equipment, light fixtures with a switch, or cooking equipment.

### Required Plan Reviews

- Building
- Electrical
- Fire

### Required Inspections

#### **Building**

- Final Building

#### **Electrical (if applicable)**

- Final Electrical

#### **Fire**

- Final Fire



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### Inspection Checklist

#### **Building**

- Layout of event according to event layout plan.
- Tie downs according to submitted specifications.

#### **Electrical**

- Layout of generators according to event layout plan.
- Flexible cords shall be continuous without splice or tap between boxes or fittings. NEC 525.20(b)
- Flexible cords that have been previously repaired are not permitted for installation and reuse. NEC 400.9
- If used, all wiring for lighting shall be securely installed. All lamps shall be protected with guards to comply with NEC 525.21(B).
- All generators and the circuits and equipment fed by them shall be grounded and bonded to comply with the provisions of NEC 250.34.
- Each generator shall be provided with an accessible nameplate providing the following: Nameplate, and technical specs. NEC 445.11
- Live parts of generators operated at more than 50 volts ac or 60 volts dc to ground shall not be exposed to accidental contact where accessible to unqualified persons. NEC 445.14
- Generators other than cord- and plug-connected portable generators shall have one or more disconnecting means. Each disconnecting means shall simultaneously open all associated ungrounded conductors. NEC 445.18
- Receptacle outlets that are a part of a 15-kW or smaller portable generator shall have listed ground-fault circuit-interrupter protection (GFCI). NEC 445.20
- Cords/cables connections shall be elevated off of ground. NEC 590.4(1)(J)
- Cords/cables shall be protected from physical damage and installed in a manner to avoid a tripping hazard (on ground cable protectors, barriers, etc.). NEC 590.4(1)(J)

#### **Fire**

- Layout of event according to event layout plan.
- Tent layout according to plan, including clear paths, exit signs, "No Smoking" signs, and fire extinguishers.