

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY:
Permits/Certificates

CODE NUMBER:
AC-8-1

TITLE:

Special Event Permitting

ADOPTED:
6/9/87

AMENDED:
7/5/92; 11/9/94; 4/17/96; 12/18/96; 8/09/05;
9/15/09; 00/00/14, 9/2/14; 8/15/17

ORIGINATING DEPARTMENT:
Public Resources

PURPOSE/SCOPE:

To establish procedures for obtaining a Special Event, Use of County Property, Sale and/or Consumption of Alcohol within County Facilities, or Film permit for those activities which are not protected by the First Amendment. The First Amendment protects speech (i.e. picketing), press, assembly and the right to petition but does not protect commercial activities.

The County does request that organizers of such events notify the County for coordination purposes only. These permit procedures are intended to apply to parades, bike races, marathons, walk-a-thons, firework displays, concerts, carnivals, other types of races and festivals.

POLICY/PROCEDURE:

A. Types of Events:

1. **Special Event** - Large events expecting 1,000 or more attendees per day, regardless of location (public or private property) in the unincorporated County, require a 'Special Event' Permit.
2. **Use of County Property** - If the event is held within Lee County on or in a County park, facility, or roadway, a 'Use of County Property' permit is required. Please note: Specific requirements apply to solicitation in the right-of-way and use of Old Courthouse steps and the adjacent property.
3. **Sale and/or Consumption of Alcohol within County Facilities** - If alcohol is being sold or consumed on County property, an 'Alcohol Permit' is required. A nonprofit certification is required for the **sale** of alcohol at an event.
4. **Film** - If a feature/independent film, commercial or series, or any other film/video/digital related project is being produced and affects public property or the production is taking place on private property and involves the use of pyrotechnics, explosives or other incendiary devices, firearms or use of gunfire or involves stunts of any kind, or the production is taking place on public property in the unincorporated County a 'Film Permit' is required.

B. The official application form and User's Guide outlining details of the permitting process, signatures required, fees, and required documentation may be obtained online or in person:

Online: https://www.leegov.com/dcd/BldPermitServ/AppsProcd/SpecEvent	
Lee County Permitting Office 1500 Monroe Street Fort Myers, FL 33901 (239) 533-8330	Lee County Visitor & Convention Bureau 2201 Second Street, 6 th Floor Fort Myers, FL 33901 (239) 338-3500 or (800) 237-6444

- C. An event application must be submitted at least 30 days prior to the proposed date of the event. Fees will escalate the later the application is submitted. Please see the Lee County External Fees Manual for details
- D. Applicants must contact the appropriate sign-off agencies (details available in User's Guide) in order to coordinate any requirements necessary to complete the permitting process.
- E. Once the application is complete and all agency requirements have been coordinated, including a certificate of insurance, any contracts with the sign-off agencies as well as any other documentation that may be required, submit application to the appropriate office.
 - 1. Special Event, Use of County Property, and Sale/Consumption of Alcohol within County Facilities permit applications are submitted to the Lee County Permitting Office, P.O. Box 398, Fort Myers, FL 33902-0398, Attn: Event Permitting. Applicants may call the Permitting office to discuss other options at (239) 533-8330.
 - 2. Film permit applications are submitted to the Visitor & Convention Bureau, 2201 Second Street, 6th Floor, Fort Myers, FL 33901. Applicants may call (239) 338-3500 locally or (800) 237-6444 toll free to discuss other options.
- F. If the event involves the use of a State road, the applicant must coordinate their activities with the Florida Department of Transportation.
- G. If the event involves the use of City property, the applicant must coordinate their activities with the appropriate municipality. Incorporated Cities within Lee County include Fort Myers, Cape Coral, Bonita Springs, Fort Myers Beach, Village of Estero and Sanibel. Any event that occurs on County property or within a County facility in the cities requires a Lee County event permit AND coordination with the appropriate City department.
- H. No permit is required to use the Old Courthouse steps; however, the County does request that organizers schedule the events for coordination purposes only. Contact Permitting at (239) 533-8330 for details.