



**Marion County  
Board of County Commissioners**

Office of the County Administrator

601 SE 25th Ave.  
Ocala, FL 34471  
Phone: 352-438-2300  
Fax: 352-438-2309

For Official Use Only

Permit Application No.: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**MARION COUNTY  
SPECIAL EVENT PERMIT APPLICATION**

<b>Applicant/Organization Name:</b>	<b>Expected No. of Participants:</b>
<b>Applicant Address:</b>	<b>Applicant Telephone:</b>
<b>Emergency Contact:</b>	<b>Emergency Contact Telephone:</b>
<b>Event Address (if different from Applicant Address):</b>	<b>Date(s) of Event:</b>
<b>Type of Event:</b>	<b>Time(s) of Event:</b>
<b>Parcel ID No.:</b>	<b>Have you made a previous application for this event? Yes / No If yes, when?</b>
<b>Email Address:</b>	<b>Is this event to be held within the City of Ocala? Yes / No</b>

*This application, with all required documents on 8.5" x 11" size paper, must be reviewed and approved by the following county agencies prior to the issuance of a Special Event Permit, which may take up to 30 calendar days. Any comments by the following departments will be provided to the applicant verbally or in writing. The applicant may be required to provide additional information as requested by the individual agency in accordance with County Ordinance 10-17, adopted by the Board of County Commissioners on August 3, 2010 (available on-line or upon request) . Please return your completed application to the Growth Management Department Zoning Division located at 2710 E. Silver Springs Blvd., Ocala, FL 34471*

*Required Documents:*

**Zoning Division 352-438-2675 Address: 2710 E. Silver Springs Blvd., Ocala, FL 34471**

\_\_\_\_\_ (initial acknowledgment) A site plan which shows the location of ingress and egress, minimum 20' wide fire lanes, on and off premises parking, aisle widths, all structures inclusive of rides and concessions, and other relevant items in relation to the existing roads, structures, sanitation facilities, living quarters and other physical features of the proposed site. The site plan does not need to be drawn to scale or certified by an engineer. (Please include as Attachment A)

**Administration 352-438-2300 Address: 601 SE 25th Ave., Ocala, FL 34471**

\_\_\_\_\_ (initial acknowledgment) A written authorization by the owner of the proposed site, or his duly authorized agent, granting to the county and its' employees authorization to enter upon the premises in order to conduct such inspections at any reasonable time as may be necessary to enforce this article, and shall include agreement from owner of proposed site consenting to the location of the event upon the property and that the Right-of-Way (ROW) is not going to be used for parking. (Please include as Attachment B)

**SEE NEXT PAGE**

*"Meeting Needs by Exceeding Expectations"*

## Attachment F

\_\_\_\_\_ (initial acknowledgment) A Certificate of Insurance showing a current policy of liability insurance providing coverage for the proposed event with minimum limits of at least one million dollars (\$1,000,000.00) per occurrence, with no aggregate limits on the basic liability policy, combined single limits, with products and contractual liability endorsements. Marion County shall be shown as an additional insured. The certificate shall provide that the insurance shall not be cancelled during the proposed dates of operation, except upon ten (10) days advance written notice to the County. If the insurance coverage is cancelled or lapses, the owner or operator must provide replacement coverage. If the insurance coverage is not replaced, the Board of County Commissioners may revoke special event permit granted pursuant to this article. (Please include as Attachment C)

\_\_\_\_\_ (initial acknowledgment) For events held on county owned / leased property, a Facilities Rental Agreement will be required in addition to a performance bond or cashier's check made payable to the county in the amount of two thousand five hundred dollars (\$2,500.00). The [performance bond](#) or cashier's check shall bear no interest and shall be held by the County Administrator's Office to insure that the real property upon which the event is to be located will be cleaned of all trash, garbage and debris upon termination of the event. The County Health Department shall conduct such inspections of the real property upon request. The [performance bond](#) or cashier's check shall not be canceled or refunded to the person having the bond or cashier's check until the real property upon which the event was located has been cleaned of all trash, garbage or debris and has been inspected by the county as provided above and the cleaning of the property is approved by the county. (Please include as Attachment D)

\_\_\_\_\_ (initial acknowledgment) \$75 Non-Refundable Application / Processing Fee (Please include as Attachment E)

### **Environmental Health 352-622-7744 Address: 1801 SE 32nd Ave., Ocala, FL 34471**

\_\_\_\_\_ (initial acknowledgment) Contract with waste disposal company showing number of port-o-potties and frequency of cleaning with standards which meet or exceed Florida Administrative Code. (Please include as Attachment F)

\_\_\_\_\_ (initial acknowledgment) Food and drink concession proposed. Provide name of vendor and proposed menu. (Please include as Attachment G)

### **Fire Rescue (352) 291-8000 Address: 2631 SE 3 Street, Ocala, FL 34471**

\_\_\_\_\_ (initial acknowledgment) Some events may require an EMS Unit and / or fire suppression committed to this event which would be charged to event organizer.

### **Sheriff's Office 352-732-8181 Address: 692 NW 30th Ave., Ocala, FL 34471**

\_\_\_\_\_ (initial acknowledgment) Some events may require law enforcement coverage of the site which shall provide for traffic and crowd control, security and other law enforcement needs which would be charged to event organizer.

### **Building Division 352-438-2400 Address: 2710 E. Silver Springs Blvd., Ocala, FL 34471**

\_\_\_\_\_ (initial acknowledgment) Additional permits are required for the following: tents (including size and egress), stages, bleachers or curtains, and / or electrical permit for power. (Please include as Attachment H)

### **Office of the County Engineer 352-671-8686 Address: 412 SE 25th Ave., Ocala, FL 34471**

\_\_\_\_\_ (initial acknowledgment) If a lane / road closure is planned, an additional permit will be required. (Please include as [Attachment I](#))

*By signing this document, applicant agrees to comply with all federal, state and local regulatory requirements. Applicant further agrees to hold the county harmless from and against all claims, lawsuits, demands and causes of action for personal injury, property damage or wrongful death arising out of the acts or omissions of the land owner or the operator of the special event.*

Signature of Applicant / Date: