



# TEMPORARY PREMISES EXTENSION PERMIT APPLICATION

PERMIT NUMBER \_\_\_\_\_

This form is intended for use in requesting a temporary extension of the licensed premises for the sale of alcoholic beverages on private property. A Temporary Premises Extension Permit Application is a request submitted by an alcoholic beverage establishment with an on-premises consumption of alcoholic beverage license to temporarily extend the area authorized for the sale of alcohol beverages on private property, directly adjacent to and accessible from the Establishment's main business premises where alcoholic beverages are sold in the normal course of business. All applications for a temporary premises extension permit shall be accompanied by a nonrefundable fee of \$250.00.

## ESTABLISHMENT INFORMATION

Name of Establishment \_\_\_\_\_

Establishment Address (*Street*) \_\_\_\_\_

Applicant Name\*\* \_\_\_\_\_

Mailing Address (*Street*) \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Telephone \_\_\_\_\_ Business Fax \_\_\_\_\_ Contact Person \_\_\_\_\_

In the previous 12 month period from the date of this application, has the Establishment had its Extended Hours of Operation Permit suspended?  Yes  No

In the previous 12 month period from the date of this application, has the Establishment been issued any Temporary Premises Extension Permits?  Yes  No If Yes, please specify the Permit Number \_\_\_\_\_

**\*\*NOTE: Notarized authorization letter from the property owner is required if the applicant is not the owner.**

## EVENT DATA

Event \_\_\_\_\_ Event Date(s) \_\_\_\_\_

Proposed Serving Hours in Extension Area (*Start/End Time*) \_\_\_\_\_ Approximate Event Attendance \_\_\_\_\_

Physical Location of Proposed Extension Area \_\_\_\_\_

Description of Proposed Event (*Attach Detailed Site Plan*) \_\_\_\_\_

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

## EVENT ENTERTAINMENT

Indoor  Outdoor  Sound Amplified Entertainment  No Entertainment

## EVENT SECURITY

Provisions for police protection and crowd and traffic control \_\_\_\_\_

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

Provisions to enforce, restrict or control access to the extension area \_\_\_\_\_

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

Applicant Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

Notary Name: \_\_\_\_\_

Personally Known /Identification: \_\_\_\_\_

(Affix Notary Seal Above)

### **DO NOT WRITE BELOW THIS LINE: OFFICE USE ONLY**

#### **Reviewed By:**

Approved  Approved with Conditions  Disapproved  Reviewer Initials/Date \_\_\_\_\_

Maximum Capacity as determined by the Fire Marshal \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_



# BUILDING PERMIT APPLICATION

*\*Pursuant to F.S. 553.721 & F.S. 468.631, a surcharge fee will be collected on any permit regulated under the FBC.\**

Job Address							Application No.
Tenant Name (If Applicable)			Real Estate Number and Legal Description				
Type of Work:	New	Addition	Alteration	Repair	Move	Replacement	Occupancy Change
Use of existing/proposed structure(s):		Commercial		Residential			
If an existing structure, is a fire sprinkler system installed?				Yes	No	N/A	
Roofing Materials: Main Material FL Approval # _____				Underlayment FL Approval # _____			
Project Cost/Value	Describe in detail the type of work to be performed:						

Property Owner Name		Owner's Authorized Agent (If Applicable)	
Mailing Address		Phone Number	E-Mail
Tenant Name		Qualifier/License Holder Name	FL Certification Number
Mailing Address		Office Phone	E-Mail or Fax Number
Jobsite Contact Name		Jobsite Phone Number	
Architect Name, Mailing Address, and Phone Number			
Engineer Name, Mailing Address, and Phone Number			

*Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. This permit becomes null and void if work is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is commenced. I understand that separate permits must be secured for **Electrical Work, Plumbing, Signs, Wells, Pools, Furnaces, Boilers, Heaters, Tanks and Air Conditioners, etc.***

*Owner's Affidavit: I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances regulating construction and zoning will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local laws regulating construction or the performance of construction.*

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

Signature of Owner \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 STATE OF FLORIDA, COUNTY OF \_\_\_\_\_  
 Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signature of Tenant \_\_\_\_\_  
 Print Name \_\_\_\_\_  
 STATE OF FLORIDA, COUNTY OF \_\_\_\_\_  
 Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public Signature (Print or Type Commissioned Name Below)  
 (Affix Seal Below) \_\_\_\_\_  
 Personally Known/ OR  
 Identification Type \_\_\_\_\_

Notary Public Signature (Print or Type Commissioned Name Below)  
 (Affix Seal Below) \_\_\_\_\_  
 Personally Known/ OR  
 Identification/Type \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE: OFFICE USE ONLY**

Applicable Codes: **FLORIDA BUILDING CODE, 6<sup>TH</sup> EDITION (2017)**

**Review Result (circle one):**

Approved    Disapproved    Approved w/ Conditions

Reviewer Initials/Date: \_\_\_\_\_

**Development Size**

Habitable Space \_\_\_\_\_ Non-Habitable \_\_\_\_\_ Impervious Area \_\_\_\_\_ Total Area \_\_\_\_\_  
 1st Floor \_\_\_\_\_ 2nd Floor \_\_\_\_\_ Garage \_\_\_\_\_ Lanai \_\_\_\_\_ Porch \_\_\_\_\_ Patio \_\_\_\_\_ Balcony \_\_\_\_\_

**Miscellaneous Information**

Occupancy Group \_\_\_\_\_  
 Type of Construction \_\_\_\_\_  
 Number of Stories \_\_\_\_\_  
 Zoning District \_\_\_\_\_  
 # Parking Spaces \_\_\_\_\_  
 Max. Occupancy Load \_\_\_\_\_  
 Fire Sprinklers Required \_\_\_\_\_  
 Flood Zone \_\_\_\_\_ FFEV \_\_\_\_\_

**Conditions/Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DBPR ABT-6029 – Division of Alcoholic Beverages and Tobacco  
Application for Extension or Amended Sketch of Licensed Premises**

**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**DBPR Form  
ABT-6029  
Revised 02/2013**

*If you have any questions or need assistance in completing this application, please contact the Division of Alcoholic Beverages & Tobacco's (AB&T) local district office. Please submit your completed application and required fee(s) to your local district office. This application may be submitted by mail, through appointment, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T's web site at the link provided below:*

[http://www.myflorida.com/dbpr/abt/district\\_offices/licensing.html](http://www.myflorida.com/dbpr/abt/district_offices/licensing.html)

SECTION 1 - CHECK TRANSACTION REQUESTED	
<b>Transaction Type:</b>	
<input type="checkbox"/> Temporary Extension	<input type="checkbox"/> Amended Sketch
<input type="checkbox"/> Permanent Extension	

SECTION 2 - LICENSE INFORMATION			
Licensee (as listed on alcoholic beverage license)			
Business Name (D/B/A)			
Location Address (Street)			
City	County	State FL	Zip Code
Alcoholic Beverage License Number	Series	Type/Class	
Business Telephone Number ext.	Email Address (Optional)		
<b><u>FOR TEMPORARY EXTENSIONS ONLY:</u></b>			
Date(s) of Extension:			

<p><b>ABT District Office Received / Date Stamp</b></p>
---

<b>SECTION 3 - ZONING APPROVAL</b> <b>TO BE COMPLETED BY THE ZONING AUTHORITY GOVERNING YOUR BUSINESS LOCATION</b> <b>(This section only applies to a permanent or temporary extension of licensed premises)</b>			
Location Street Address _____			
City _____	County _____	FL	Zip Code _____
<p>Are there outside areas which are contiguous to the premises which are to be part of the premises sought to be licensed?" <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p><input type="checkbox"/> The PERMANENT extension of the licensed premises as shown in the sketch complies with zoning requirements for the sale of alcoholic beverages pursuant to this application.</p> <p><input type="checkbox"/> The TEMPORARY extension of the licensed premises as shown in the sketch complies with zoning requirements for the sale of alcoholic beverages pursuant to this application.</p> <p>Signed: _____ Title: _____ Date: _____</p> <p><b>This approval is valid until</b> _____</p>			

<b>SECTION 4 - HEALTH</b> <b>TO BE COMPLETED BY THE DIVISION OF HOTELS AND RESTAURANTS</b> <b>OR COUNTY HEALTH AUTHORITY</b> <b>OR DEPARTMENT OF HEALTH</b> <b>OR DEPARTMENT OF AGRICULTURE &amp; CONSUMER SERVICES</b>	
<p>The above establishment complies with the requirements of the Florida Sanitary Code.</p> <p>Signed _____ Date _____</p> <p>Title _____</p> <p>Agency _____</p> <p><b>This approval is valid until</b> _____</p>	

**SECTION 5 - AFFIDAVIT OF APPLICANT  
NOTARIZATION REQUIRED**

Business Name (D/B/A) \_\_\_\_\_

"I, the undersigned individually, or if a registered legal entity for itself, its officers and directors, hereby swear or affirm that I am duly authorized to make the above and foregoing application and, as such, I hereby swear or affirm that the attached sketch is a true and correct representation of the extended licensed premises and agree that the place of business may be inspected and searched during business hours or at any time business is being conducted on the premises without a search warrant by officers of the Division of Alcoholic Beverages and Tobacco, the sheriff, his deputies, and police officers for the purposes of determining compliance with the beverage and cigarette laws."

I swear under oath or affirmation under penalty of perjury as provided for in Sections 559.791, 562.45 and 837.06, Florida Statutes that the foregoing information is true and correct."

**If applying for a temporary extension, check the box to confirm the following statement:**

"I understand that the premises must be restored to its original form at the conclusion of the authorized temporary event."

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
APPLICANT SIGNATURE

The foregoing was ( ) Sworn to and Subscribed OR ( ) Acknowledged Before me this \_\_\_\_\_ Day

of \_\_\_\_\_, 20\_\_\_\_\_, By \_\_\_\_\_ who is ( ) personally  
(print name(s) of person(s) making statement)

known to me OR ( ) who produced \_\_\_\_\_ as identification.

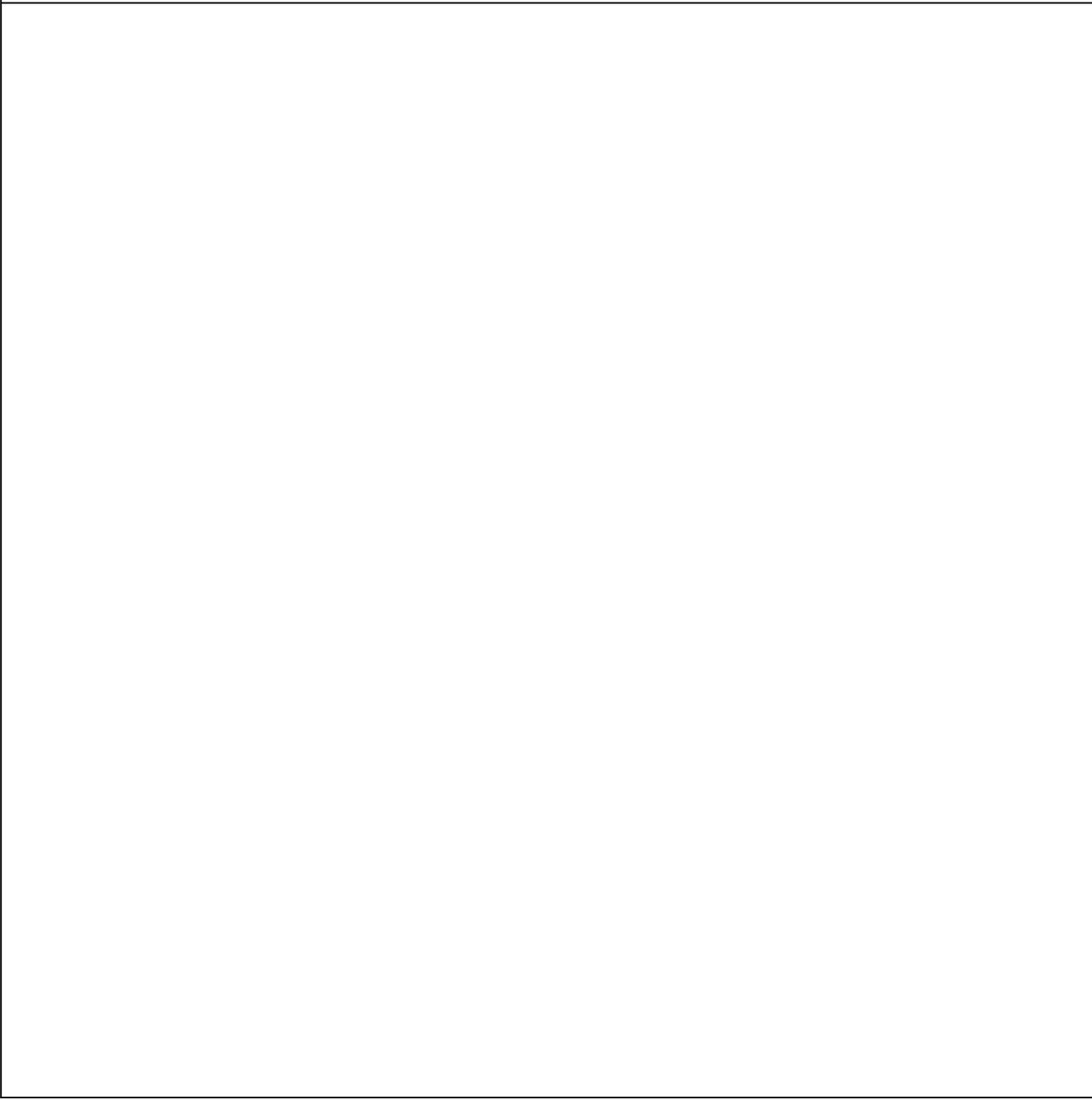
\_\_\_\_\_  
Notary Public Commission Expires: \_\_\_\_\_

**SECTION 6 – DESCRIPTION OF PREMISES TO BE LICENSED**

Business Name (D/B/A)

1.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the proposed premises movable or able to be moved?
2.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is there any access through the premises to any area over which you do not have dominion and control?
3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Are there more than 3 separate rooms or enclosures with permanent bars or counters?
4.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the business located within a Specialty Center? If yes, check the applicable statute: <input type="checkbox"/> 561.20(2)(b)1, F.S. or <input type="checkbox"/> 561.20(2)(b)2, F.S.

Neatly draw a floor plan of the premises in ink, including sidewalks and other outside areas which are contiguous to the premises, walls, doors, counters, sales areas, storage areas, restrooms, bar locations and any other specific areas which are part of the premises sought to be licensed. A multi-story building where the entire building is to be licensed must show the details of each floor.





# TEMPORARY PREMISES EXTENSION PERMIT INFORMATION & GUIDELINES

**DEFINITION:** A Temporary Premises Extension Permit Application is a request submitted by an alcoholic beverage establishment with an on-premises consumption of alcoholic beverage license to temporarily extend the area authorized for the sale and consumption of alcoholic beverages on private property, directly adjacent to and accessible from the Establishment's main business premises where alcoholic beverages are sold in the normal course of business for a maximum period of two (2) days. No more than two (2) permits for a qualified establishment per calendar year will be issued.

**APPLICATION:** Submit a completed premises extension application form, a completed DBPR application for extension of licensed premises, an application for any temporary tents, a notarized letter of authorization from the land owner and application fee to the Planning and Development Department. All documentation must be received no later than ten (10) business days prior to the proposed event.

**FEE:** A **non-refundable** fee of **\$250**, payable by check or money order, made payable to: City of Jacksonville Beach. Fee must be paid at the same time the application is filed.

**REVIEW PROCESS:** The city manager or his/her designee shall coordinate review of the permit application by the applicable City departments. The City reserves the right to disapprove any request and, in doing so, shall take the following into consideration:

- (1) Whether the hours of operation of the event would create a nuisance to the peaceful use of nearby areas, such as residential areas or would cause a traffic hazard;
- (2) Whether inspection by the authorized public officials determines that the site is insufficient to accommodate the anticipated number of attendees;
- (3) Whether adequate parking exists to accommodate the anticipated number of attendees;
- (4) Whether the permit application and its attachments are fully completed and properly signed;
- (5) Whether the permit application contains a material falsehood or misrepresentation;
- (6) Whether the permit applicant or the Establishment has on prior occasions caused damages or nuisance or been previously suspended in connection with the City's prior grant of a Temporary Premises Extension Permit;
- (7) Whether the permit applicant or Establishment has in the prior 12 month period from date of the application received a suspension of its extended hours of operation permit; and
- (8) Whether after applying objective criteria it is determined that granting the permit would result in an unreasonable danger to the health, safety or welfare of the public.

**ADDITIONAL PERMITS OR LICENSES:** If applicable, documents shall be submitted showing that all necessary building permits and/or other licenses and approvals for any tent or other structure erected to facilitate use of the area covered by the permit have been obtained, or are being applied for concurrently with the temporary premises extension application.

**PERMIT ISSUANCE:** A permit may be issued if the Establishment has met the application requirements in Section 4-5(d) through (f) and maintains compliance with all applicable laws and regulations relating to the sale of or dispensing of alcoholic beverages and shall agree to, but shall not be limited to, the following provisions:

- (1) The designated event date(s) and hours during which alcoholic beverages will be sold or consumed. The City shall retain the right to approve or disapprove such dates and hours;
- (2) A plan for enforcing, restricting or controlling access to the temporary use area;
- (3) A plan for police protection and crowd and traffic control. The plan and the personnel necessary to implement the plan shall be approved by the chief of police and all resources necessary to implement the plan shall be furnished at the expense of the individual or organization. The costs for provision of City public safety personnel and equipment at events required to have such services under this chapter shall be determined by the City police department in accordance with departmental policies. The payment of such expenses shall be the responsibility of the Establishment;
- (4) The Establishment shall ensure that the temporary use area and adjacent properties and rights of way are cleared of all trash, debris, or other materials related to the Temporary Premises Extension Permit no later than twelve (12) hours after the permit expires;

# TEMPORARY PREMISES EXTENSION PERMIT INFORMATION & GUIDELINES (continued)

- (5) Any activity or event within an area of temporary licensed premises extension shall comply with the standards of Chapter 18 - Noise of the Code of Ordinances of the City of Jacksonville Beach, Florida;
- (6) The Establishment shall indemnify and hold the City, its officials, and employees harmless from any claim arising from the Temporary Premises Extension Permit; and
- (7) The City reserves the right to immediately revoke the temporary permit, and to suspend or terminate the event or any portion of it, if any of the elements of the agreement are violated, or if deemed necessary for the protection of the general peace, property, life or limb. In such case, all fees and charges shall be nonrefundable.

**DISCRETION:** The discretion granted to the City Manager to grant exceptions, require the presence of police officers at a function, or terminate any permit issued under subsection (b), may be exercised for any purpose or in any manner which is lawful under the Constitution or laws of the United States or the State. This discretion shall be exercised with regard to the protection of life, limb and property, and the preservation of the public safety, health and welfare, according to the judgment of the city manager or designee based on the facts and circumstances of each case.

**OBTAINING A PERMIT:** To obtain a Temporary Premises Extension Permit, an Establishment must meet the following conditions:

- (1) Assure that the area authorized for the sale of alcoholic beverages shall be located on private property, directly adjacent to and accessible from the Establishment's main business premises where alcoholic beverages are sold in the normal course of business.
- (2) Submit a site plan identifying the area where the Establishment proposes to sell or dispense alcoholic beverages, and providing the overall square footage of that area. The area authorized for the sale of alcoholic beverages shall be contained by a minimum forty-two inch (42") high wall or fence. The area shall also be included within the Establishment's premises as described in the alcoholic beverage license issued by the State as an area within which the Establishment is temporarily permitted by the State to serve alcoholic beverages.
- (3) Enforce the maximum capacity of person as set by the City fire marshal after he/she reviews the site plan and assigns a maximum capacity to the extended premises area.
- (4) Mark the access point(s) into and out of the extended license area with signs informing patrons that alcoholic beverages are not to be taken past the perimeter of the area shown on the site plan, and staff the access points with personnel to assure that this condition is properly enforced.
- (5) Provide sufficient trash receptacles to serve patrons and to prevent littering.
- (6) Obtain all necessary building permits and other licenses and approval for any tent or other structure erected to facilitate use of the area covered by the permit. Under no circumstances shall any ground surface on private property be punctured or otherwise damaged by the placement or removal of any tent or other structure unless the Establishment first has the appropriate qualified party perform an inspection for the purpose of locating water, wastewater, electrical, underground cable or fiber optic, or gas lines; and if such damage occurs, the Establishment shall be liable for the full cost of repairs. If a permit is issued and there are breaches to any private property owner's asphalt or concrete surface, the Establishment is fully responsible for any expenses associated with repairing the damages.
- (7) Comply with all applicable laws, rules, and regulations in the operation of its business within the permitted area.

## **SITE PLAN REQUIREMENTS:**

- (1) North arrow;
- (2) Streets and intersections bordering the proposed extended premises area;
- (3) Existing licensed premises and proposed extended premises area;
- (4) Square footage of extended premise area;
- (5) Material and location of required perimeter enclosure;
- (6) Identify the access points into and out of the extended premises area;
- (7) Identify the proposed area for sale or consumption of the alcoholic beverages; and
- (8) Identify the number of and location of any proposed temporary tents.