



VILLAGE OF TEQUESTA | BUILDING DEPARTMENT

345 Tequesta Dr. • Tequesta, FL 33469-0273

Phone: (561) 768-0450 • Email: permits@tequesta.org

SPECIAL EVENT PERMIT SUBMITTAL REQUIREMENTS

The following items must be submitted at the time of application:

- Completed Special Event permit application
- Summary of event on official letterhead of organization, signed by the applicant
- Proposed location with property owner's written consent
- Proof of insurance in amounts acceptable to the Village for the type of event. The Village shall be named as additional insured on all liability insurance (not a certificate holder).
- Expected traffic, fire-rescue, and utilities impact, if any, and proposed mitigation plans.
- Site Plan required with each application accompanied with drawing indicating layout for event.
- If a food truck is present, a Hood Suppression report is required in addition to its Department Of Business And Professional Regulation license.
- Copy of all required state and county permits if event will be held on or utilize state and/or county controlled property.
- A refundable deposit is required if the event is held on any Village property.

Note: All event sites shall be left in a clean and orderly manner upon completion of event.

If it is a food truck event, Fire Department approval is required prior to the event. In this case Food Truck Permit application can be submitted via email to permits@tequesta.org or in person at the Building Department.

Please note any incomplete applications will be returned.

Additional documents may be required during the review process