



Outdoor Sales Permit

City of West Melbourne
2240 Minton Rd
West Melbourne, FL 32904
(321) 837-7776 Phone
(321) 952-9542 Fax
buildingpermits@westmelbourne.gov

FOR OFFICE USE ONLY
Tax ID# _____
Permit # _____

Shopping Center: _____

Property Owner's Name: _____

Property Owner's Address: _____

Business Name: _____ Telephone Number: _____

Business Address: _____

Applicant's Name: _____ Telephone Number: _____

Email Address: _____

Alternate Contact: _____ Telephone Number: _____

Email Address: _____

Dates of Sale: From _____ To _____ Times of Sale: From _____ To _____

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Description of Sale, Including Type of Material: _____

Check each that applies: Outdoor Sales Tent Electric Portable Sign

Describe temporary structure, including size: _____

Signature of Applicant: _____ Date Signed: _____

Submission Requirements

1. Two (2) copies – Site plan showing tent placement
2. Two (2) copies – Certificate of Flame Resistance
3. Two (2) copies – Floor plan

Outdoor Sales Requirements

- The Building Official may revoke any outdoor sales permit for failure of the permittee to comply with any of the provisions of the code or conditions prescribed by the permit.
- Permits shall not be assignable or transferrable by the permittee.
- Applications for a tent permit shall include proof of flame retardants and must be attached to the application. Tent safety is subject to Fire Prevention Code Requirements.
- ALL temporary structures and ALL electrical service shall be inspected by the Building Department prior to their use.
- All foodstuffs offered shall comply with all applicable health regulations.
- The applicant shall operate a retail sales business currently licensed by the City and shall be engaged in such business.
- The outdoor sale shall be conducted on the same property or within the same shopping center as the licensed business making application. The outdoor sale shall be clearly incidental and subordinate to the normal business of the applicant.
- If the premises for the outdoor sale is occupied by more than one business or is a shopping center, the application must be accompanied by the written consent of the property owner or manager.
- A permit for an outdoor retail sale may be issued for any one business location for not more than once quarterly, no more than four times per year for a maximum of 40 consecutive calendar days per event and 75 days per year.
- The sale shall be restricted to the area depicted on the application and approved by the Building Official.
- A safety barrier shall be installed around the sale area to protect pedestrian and vehicle traffic.
- The sale shall be located within designated parking areas on the site of the sale and shall not occupy more than 25 percent of the total parking area of the site.
- The area shall not obstruct fire lanes, fire hydrants, handicap parking spaces, pedestrian sidewalks or driveways to or from any adjacent street.
- The sale shall not obstruct the front entrance of the building, nor shall a tent be in the parking spaces immediately adjacent or parallel to the front door.

Based on City Codes 98-1281 through 98-1286