



CITY OF MIAMI
OFFICE OF ZONING
444 S.W. 2nd Avenue, 4th Floor, Miami, FL 33130
Telephone No. 305.416.1499

TEMPORARY BANNER PERMIT PROCEDURE

Step 1. Contact a Zoning or Neighborhood Enhancement Team representative to discuss the proposed temporary banner and related temporary event so that he/she can provide you with a Temporary Banner Permit application and the required documents. The completed application must be submitted at least 30 days prior to installation of the banner. The application fee is non-refundable.

Step 2. Obtain a lien search from the Department of Finance. Any outstanding liens must be satisfied and proof of compliance must be submitted with the Temporary Banner Permit application.

Obtain a lien search from the Office of Hearing Boards. Any outstanding Code Enforcement violations or liens must be satisfied and proof of compliance must be submitted with the Temporary Banner Permit application.

Step 3. Complete the Temporary Banner Permit application. **Only completed and paid applications will be reviewed by the Departments.** Therefore, to ensure that the application is complete, the following items are required:

- Enter all the information on the applicant portion of the application.
 - Sign and notarize the application and the Indemnification/Hold Harmless Affidavit.
 - Specify on the Temporary Banner Permit notification letter the event, date, time, and nature of the application.
 - Attach the original certified mail receipts and copies of the notification letter that you mailed (a draft of the letter is provided in the package). **Note: the Temporary Banner Permit requires that the applicant notifies the adjacent property owner(s), the District Commissioner, and registered associations of the area.**
 - Submit payment as detailed below.
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Step 4. Submit the Temporary Banner Permit application and payment of fee to your local NET Office. (Please see list of NET Offices attached).

The NET Office will accept the payment, issue a receipt number, and will process the application for you. **Departments will not accept applications directly from applicants.**

Once the completed Temporary Banner Permit application is reviewed by all appropriate departments, the application is submitted to the Office of Zoning for final approval by the City Manager or his designee. The Office of NET will contact you to pick up the permit or the permit can be e-mailed to you upon final approval.

Step 5. Once the permit is approved, you may proceed to obtain a certificate of use, business tax receipt, or building permit, **if applicable.**

Fees:	100 square feet in size or less	\$153.50
	101 square feet to 1,000 square feet	\$303.50
	1,001 square feet to 2,000 square feet	\$503.50
	2,001 square feet to 3,000 square feet	\$603.50
	3,001 square feet to 4,000 square feet	\$703.50
	4,001 square feet to 5,000 square feet	\$803.50

Temporary Banners larger than 5,000 square feet are prohibited.



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NOTICE INSTRUCTIONS TO APPLICANT

PLEASE FILL OUT THE ATTACHED NOTIFICATION FORM.

ONCE FILLED OUT, THIS FORM MUST BE INITIALED FOR APPROVAL AS TO CONTENT BY A CITY OF MIAMI ZONING OR NET STAFF MEMBER. NOTICES THAT ARE MAILED PRIOR TO BEING APPROVED MAY RESULT IN THE CITY REQUIRING THAT THE NOTICES BE RE-SENT.

ONCE APPROVED BY STAFF, THE FORM MUST BE MAILED BY CERTIFIED MAIL TO THE FOLLOWING RECIPIENTS:

- **ALL REGISTERED NEIGHBORHOOD AND HOMEOWNER ASSOCIATIONS WITHIN THE NET DISTRICT OF THE SUBJECT PROPERTY**
- **THE NET OFFICE THAT CORRESPONDS TO THE SUBJECT PROPERTY**
- **THE COMMISSIONER'S OFFICE THAT CORRESPONDS TO THE SUBJECT PROPERTY**
- **THE ABUTTING PROPERTY OWNERS TO THE SUBJECT PROPERTY.**

COPIES OF ALL NOTICES AND THE ORIGINAL POST OFFICE RECEIPTS THAT SHOW ALL SUCH NOTICES WERE SENT MUST BE SUBMITTED TO THE CITY ALONG WITH YOUR PERMIT APPLICATION.

FAILURE TO PROVIDE ADEQUATE NOTICE MAY RESULT IN THE CITY REQUIRING THAT THE NOTICES BE RE-SENT.

PERMIT APPLICATIONS, INCLUDING ALL APPLICATION MATERIALS AND PLANS (IF APPLICABLE) MUST BE FILED WITH THE APPROPRIATE DEPARTMENT WITHIN 5 WORKING



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Permit # _____

Receipt # _____

APPLICATION FOR TEMPORARY BANNER PERMIT

It is intended that Temporary Banner Permits be required for any temporary banner installed and maintained in relation to an upcoming or currently occurring temporary or special event.

The City Manager shall be responsible for the administration and processing of applications for Temporary Banner Permits.

Applicant Name _____ Address _____

City- State-Zip _____ Ph. - E-mail _____

I (name and address above), the property owner or agent of the subject property, hereby applies to the City Manager of the City of Miami for approval of a Temporary Banner Permit under the provisions of Chapter 62, Article XIII of the City Code.

Description of Event related to Temporary Banner: _____

Zoning District: _____

Address of property where Temporary Banner is to be installed: _____

Address of property where special or temporary event is to take place: _____

Date and time of event: _____



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I attach the following in support or explanation of this application:

a) Legal description of property, survey, and/or floor plan.

b) **Site plan:**

Showing (as required) property boundaries, existing and proposed structure(s), parking, landscaping, screening, etc., with dimensions and computation of lot area, floor area ratio, lot coverage, etc.

c) Fee of \$_____

d) Affidavit.

e) Notification of adjacent property owners, District Commissioner, and registered associations with original receipts.

f) Fire Department review questionnaire.

g) Authorization from property owner if applicant is not property owner.

h) Liens searches from Department of Finance and Office of Hearing Boards.

i) Other (specify):

Subject to all conditions and limitations of Chapter 62, Article XIII of the City Code. If appealed, the applicant must furnish full ownership disclosure.

Before me, the undersigned authority, authorized to administer oaths and take acknowledgements personally appeared:

(Name of applicant)

_____ who, after being first duly sworn upon oath deposes and says that he/she is the applicant for this Temporary Banner Permit and that he/she has made and read the foregoing application and that the statements therein contained are true and correct and acknowledges that he/she will be subject to requirements and limitations of Chapter 62, Article XIII of the City Code as amended.

Signature

Sworn and subscribed to before me this _____ day of _____, 20

Notary Public, State of Florida at large

My Commission Expires



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NET recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name _____ Date _____ Signature _____

Finance recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name _____ Date _____ Signature _____

Building recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name _____ Date _____ Signature _____

Fire recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name _____ Date _____ Signature _____

Zoning recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name _____ Date _____ Signature _____

Planning recommendations:

- Approval
- Approval with Conditions (*see below*)
- Denial

Name _____ Date _____ Signature _____



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**CITY OF MIAMI
TEMPORARY BANNER PERMIT
NOTIFICATION LETTER**

You are hereby notified that an application will be submitted to the Office of the City Manager of the City of Miami for approval of a Temporary Banner Permit under the provisions of Chapter 62, Article XIII of the City Code, for the following purpose:

NOTIFICATION TO:		DATE:	
ADDRESS:			

NAME OF APPLICANT	
STREET ADDRESS	
CITY, STATE, ZIP CODE	

SUBJECT PROPERTY	
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DATE / DURATION	
DESCRIPTION OF RELATED EVENT	

This application will be reviewed for approval for a Temporary Banner Permit. Consequently, the City Manager or his designee will have on file all documents, plans, and supporting materials pertaining to this proposal. Should you wish to review this file, it will be made available to you after submittal and upon your request at the City of Miami Office of Zoning, Miami Riverside Center, **444 SW 2nd Avenue, 4th Floor, Miami, FL 33130**. For an appointment, please call at **(305) 416-1487**.

The Office of the City Manager will take into consideration any comments you may have about the proposal; however, such comments will not be binding upon the decision of the City Manager or his designee.

The final decision of the City Manager may be appealed pursuant to the provisions set forth in **Chapter 62, Article XIII of the City Code** within fifteen **(15)** days of the date of issuance of the Permit by filing a written appeal and appropriate fee with the Office of Hearing Boards located at **444 SW 2nd Avenue, 7th Floor, Miami, FL 33130**. For an appointment, please call **(305) 416-2030**.

*The City Code requires that all **abutting property owners, the District Commissioner, and registered Neighborhood or Homeowners Associations** be notified of this Permit application in an approved notification form as set forth in **Chapter 62 of the City Code**.*

OFFICE OF ZONING OR NET ADMINISTRATOR SIGNATURE: _____ DATE: _____



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**INDEMNIFICATION / HOLD HARMLESS
AFFIDAVIT**

DATE: _____

RE: PROPERTY(S) LOCATED AT:

DATE
APPROVED _____

TO: CITY OF MIAMI, FLORIDA
ATTN: ZONING ADMINISTRATOR
444 SW 2 AVENUE
4TH FLOOR
MIAMI, FL 33130

City Manager or Designee

FROM: _____
Legal owner of the above property.

The undersigned hereby affirms that he/she is the legal owner of the above-referenced property. Furthermore, the undersigned hereby acknowledges that he/she has heretofore made application(s) for and received approval from the City of Miami, Florida, for the following:

Temporary Permit # - ____ On ___/___20 by Office of Zoning
(Date approved) (City dept. / City commission)

Temporary Permit # - ____ On ___/___20 by Office of Zoning
(Date approved) (City dept. / City commission)

In connection with the foregoing, the undersigned is hereby requesting the City of Miami, Florida, to issue a building permit(s) for the construction of the following described improvement(s) on the property prior to the expiration of the deadline for the applicable appeal period:

The undersigned understands that in connection with the above-referenced property the applicable appeal period deadline(s) for the above mentioned approval(s) is/are as follows:

____ / ____ / 20



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INDEMNIFICATION / CITY OF MIAMI HOLD HARMLESS AFFIDAVIT

Permit # - _____

In consideration of the City of Miami, Florida agreeing to issue a building permit(s) to the undersigned as herein requested, the undersigned agrees as follows:

- (a) Pay all actual or estimated permit costs and other applicable City regulatory fees associated with the improvements requested to be built prior to issuance of any building permits by the City of Miami;
- (b) Acknowledge he/she is proceeding at his/her own risk and hereby agrees to assume all responsibility and to indemnify, defend, and hold harmless the City, its officers, agents, and assigns in connection herewith;
- (c) Immediately cease all construction on the property if an appeal is filed within the above stated appeal period;
- (d) Acknowledge that the City may impose conditions on approval which are required by State, County, or City laws and regulations that are otherwise necessary to insure the public health, safety, and welfare of the citizens of the City of Miami, Florida; and that the City may enforce the terms of this affidavit by its issuance of the building permit(s);
- (e) Acknowledge that the issuance of building permit(s) to the undersigned is not a grant of any vested right whatsoever for use, or completion of construction on the property; and
- (f) Indemnify, defend, and hold harmless the City, its officers, agents, and assigns from any claims, demands, liabilities, losses, causes of action of any nature whatsoever arising out of or in connection with the permit(s) issued or any part thereof, from and against all costs, fees, expenses, liabilities, any orders, judgments, or decrees which may be entered, and from and against all costs for attorneys' fees, expenses and liabilities incurred in the defense of such claim or in the investigation thereof.

Print Owner's Name

Owner's Signature



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(STATE OF FLORIDA
COUNTY OF MIAMI-DADE)

The undersigned instrument was acknowledged before me this ____ day of _____, 20 ____ .
He /she has personally appeared before me and is known to me or has produced _____
as identification and did (did not) take an oath.

Name:
Notary Public –State of Florida
Commission no:
My commission expires:



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FIRE DEPARTMENT QUESTIONNAIRE – Please answer all of the questions below so that the Fire Department can review the application.

1. Is the address of the location where the banner will be installed shown on all the plans?
2. Did they provide a site plan and location sketch?
3. Did they provide detailed dimensioned plans including elevations?
4. Do the plans clearly identify the number and arrangement of exits including windows and doors?
5. Did they provide flame spread certification?
6. Are dimensions and words on the plans large enough to read?
7. Are the plans at least 1/8" or 1/4" scale?