



City of Daytona Beach Shores
BUILDING & CODES DIVISION
2990 S. Atlantic Avenue (City Hall), Daytona Beach Shores, FL 32118
Phone (386) 763-5377 Fax (386) 763-5370
permits@cityofdb.org

TEMPORARY PROMOTIONAL ACTIVITY (TPA) PERMIT APPLICATION

- Please review *Temporary Promotional Activity (TPA) Quick Tips* before completing this application
- Application must be submitted at least 10 days prior to first proposed start date

Business Name: _____ Business Address: _____

Business Owner: _____ Best Contact Phone: _____

Start and End Dates of 1st TPA: _____ *Start and End Dates of 2nd TPA:* _____

Start and End Dates of 3rd TPA: _____ *Start and End Dates of 4th TPA:* _____

Business Owner's Email Address: _____

TEMPORARY PROMOTIONAL ACTIVITY DETAILS

1. Will you be including **two** _____, **one** _____, or **zero** _____ banners? (No bigger than 32 sq ft each)
2. Will you be using a promotional accessory? **yes** _____ or **no** _____ (No bigger than 150 cubic ft)
3. Lineal footage of the business frontage: _____ ft. (If your corner business frontage is on A1A **and** a side street, choose the longest side)
4. Number of required parking spaces for your business _____ (If you're unsure, please contact the city planner at 386-763-5377 or scruc@cityofdb.org)
5. Number of required parking spaces you plan to place TPA components in _____ (if any)
6. Have you thoroughly reviewed all manufacturers' instructions regarding placing, installing, securing, and using your equipment? **yes** _____ or **no** _____

Before your application can be considered, the following items MUST BE SUBMITTED:

_____ **Diagram of TPA** which must include the following:

_____ Placement of temporary structure(s)

_____ Placement of one temporary accessory

_____ Your existing parking and any spots you're planning to occupy with TPA structures

_____ Property boundaries

_____ Dimensions of all components including distances from property lines, buildings and parking spaces

_____ **Picture of Promotional Accessory** which must include height, width, and depth

_____ **Application Fee** - \$ 0 (No fee due until established by City Council)

Please provide a **Description of Your TPA** in this box (not a drawing):

Business Owner's Notarized Signature: By signing the below, I am certifying that all foregoing information is accurate.

BUSINESS OWNER'S SIGNATURE _____

BUSINESS OWNER'S NAME (PRINTED) _____

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence ____ or online notarization ____
 this _____ day of _____ 20 _____, by
 _____ who is personally known to me ____ or has produced
 _____ as identification.

 Notary Public

My Commission Expires:

Property Owner's Notarized Signature: By signing the below, I am stating that I authorize this activity.

PROPERTY OWNER'S SIGNATURE _____

PROPERTY OWNER'S NAME (PRINTED) _____

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence ____ or online notarization ____
 this _____ day of _____ 20 _____, by
 _____ who is personally known to me ____ or has produced
 _____ as identification.

 Notary Public

My Commission Expires:



City of Daytona Beach Shores

BUILDING & CODES DIVISION

2990 S. Atlantic Avenue (City Hall), Daytona Beach Shores, FL 32118

Phone (386) 763-5377 Fax (386) 763-5370

permits@cityofdb.org

TEMPORARY PROMOTIONAL ACTIVITY (TPA) QUICK TIPS

We want your TPA to be a success!

Please call us or stop in to the 2nd floor of City Hall if you have questions.

1. Your TPA application must be submitted at least **10 days prior** to proposed start date.
2. Approved TPAs include use of up to **two banners**. Each banner may be as large as 32 square feet.
Please include the banner location(s) on your TPA site sketch.
3. TPAs may include **one promotional accessory**, which may be as large as 150 cubic feet, but not more than 12 feet tall. Please include the promotional accessory's location on your TPA site sketch and a picture of the accessory with length, width, and height shown or added.
4. Up to 21 days per calendar year may be utilized for TPAs, divided into no more than seven, separate occurrences. Individual TPAs will be issued for no fewer than three days (though you could certainly hold a one or two-day promotional activity within your approved three-day period).
5. TPAs may not begin before 7:00 a.m. and can be open until 10:00 p.m. each day.
6. Together with each application, a site sketch must be provided showing placement of all TPA components (canopies, banners, promotional accessory, etc.). This sketch must include dimensions of all components including distances from property lines, buildings, and parking spaces. In no case may any component be closer than five feet to any right-of-way or side lot line. In no case may any component be closer than 50 feet to any residential property.
7. Outdoor TPA components may occupy up to 500 square feet PLUS two times the lineal footage of the business' frontage. Corner businesses may choose either side's measurement if frontage is directly along A1A **and** a side street. Temporary outdoor structures may not occupy more than 500 square feet and all outdoor merchandise must be under such structures.
8. While parking spaces may be utilized for outdoor TPA components, no more than 25% of the business' required parking spaces may be occupied in this manner. For assistance determining your business' number of required parking spaces, please contact the city planner at (386) 763-5377 or scruc@cityofdb.org.
9. Promotional activities may only occur in front of or directly adjacent to the business.

10. Cooking is only allowed if associated with the business' normal activities. Outdoor cooking is not allowed within 10 feet of any structure or means of egress and must be accompanied by a currently certified ABC fire extinguisher no smaller than 5 lbs. All LP tanks must be properly placed and secured.
11. Canopies, tents, and promotional accessories must be secured and managed according to manufacturer's instructions. Copies of these instructions for each component should be available for easy reference at the event site. **PLEASE SEE ASSOCIATED SAFETY BULLETIN BELOW**
12. Though you can hold up to seven TPAs in You may permit up to four TPAs in a single calendar year with a single application, provided the dates of each TPA are clearly listed on the first page of the application and the arrangement of TPA components will remain the same.
13. Required landscape islands and planter boxes may not be used for TPA components.
14. Blocking sidewalks, roads, driveways, building egress, or vehicular sight triangles will not be permitted.
15. TPAs shall not include amusements; outdoor adult entertainment activities, sales, or displays; outdoor body art services; vehicular washing events; outdoor alcohol sales or consumption (except as approved by an active outdoor dining conditional use permit); tethered airborne accessories; trampolines, jump houses, or similar recreation or entertainment equipment or devices.
16. For questions about TPAs or about completing your TPA application, please call (386) 763-5377.



PLEASE PLAN AND MANAGE CANOPIES, EQUIPMENT, & PROMOTIONAL ACCESSORIES FOR SAFE ENJOYMENT OF YOUR EVENT

Canopies, equipment, and promotional accessories can create visual interest for your promotion and offer protection from the elements for your customers and merchandise, HOWEVER, unpredictable wind and weather events or improper use can result in property damage, injury, or worse.

Please prepare yourself appropriately to keep everyone safe.

- Thoroughly review and follow all manufacturers' instructions regarding placing, installing, securing, and using all equipment including LP tanks, patio heaters, and canopies.
- Not all canopy anchor styles are suitable for all ground conditions.
- Patio heaters may never be used in enclosed or partially enclosed temporary structures.
- Know the manufacturers' maximum wind speeds under which all components may be safely used.
- Plan how you'll remove and/or secure your items if winds or lighting make them unsafe for customers, employees, drivers on A1A, etc.
- Sometimes wind intensifies overnight, too. Plan how you'll secure your site before leaving each evening.