

# Special Event



**Permit fees are non-refundable once the application has been processed.**  
If you need a Tent permit, please select “TENT COMMERCIAL” as PERMIT Type

- In Short Description, enter short description IN ALL CAPS.
- In Job Value, enter the Contract price amount.
- In Notes, enter the specific location of the address (room name, room number, suite number, etc)

*Permit Application*

STEP 1 PERMIT INFORMATION    STEP 2    STEP 3    STEP 4

*Permit Type Information*

PERMIT Type: SPECIAL EVENT [Instructions for online SPECIAL EVENT applications.](#)

\*PERMIT Subtype: HAUNTED HOUSE  
OTHER

\*Short Description: \_\_\_\_\_

Notes: \_\_\_\_\_

\*Job Value: \_\_\_\_\_

- In Number of Shows, enter the number of shows.
- Enter Start date and time and End date and time. Use the calendar to pick the date and enter time like: 8am or 7:30pm.

*Additional Information*

\*Number of Shows: \_\_\_\_\_

\*Start Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

\*End Date: \_\_\_\_\_

End Time: \_\_\_\_\_



## Special Event

- Enter the address for the permit, including suite number if applicable.
- Click on the correct address in the search results. The complete address will appear in “Location”. If the wrong one was selected, click **Address Lookup** again and re-type the address.
- Do not check the Property Owner box, this will be filled with the information on file.
- Check the contractor box, if not already checked.

### Location

\*Enter part or all of your address and press search

SEARCH

### Your Relation to this Permit

Property Owner

Check this box if you are the Property Owner

Contractor

Check this box if you are the Contractor

- Include required attachments before continuing.

#### **General**

Special amusement buildings, regardless of occupant load, shall meet the requirements for assembly occupancies, in addition to the requirements listed below, unless the special amusement building is a multi-level play structure that is not more than 3050 mm (120 in.) in height and has aggregate horizontal projections not exceeding 15 m<sup>2</sup> (160 ft<sup>2</sup>).

#### **Automatic Sprinklers**

Every special amusement building, other than buildings or structures not exceeding 3050 mm (120 in.) in height and not exceeding 15 m<sup>2</sup> (160 ft<sup>2</sup>) in aggregate horizontal projection, shall be protected throughout by an approved, supervised automatic sprinkler system which is maintained in accordance with NFPA 101, 13, and 25.

#### **Temporary Water Supply**

Where the special amusement building required to be sprinklered is movable or portable, the sprinkler water supply shall be permitted to be provided by an approved, temporary means.

#### **Smoke Detection**

Where the nature of the special amusement building is such that it operates in reduced lighting levels, the building shall be protected throughout by an approved automatic smoke detection system in accordance NFPA 101 and Actuation of any smoke detection system device shall sound an alarm at a constantly attended location on the premises.

#### **Illumination**

Actuation of the automatic sprinkler system, or any other suppression system, or actuation of a smoke detection system having an approved verification or cross-zoning operation capability shall provide the following:

1. Cause illumination in the means of egress to increase to that required by NFPA 101.
2. Stop any conflicting or confusing sounds and visuals.

# Special Event



## Exit Marking

1. Exit marking shall be in accordance with NFPA 101.
2. Floor proximity exit signs shall be provided in accordance with NFPA 101.
3. In special amusement buildings where mazes, mirrors, or other designs are used to confound the egress path, approved directional exit marking that becomes apparent in an emergency shall be provided.

## Interior Finish

Interior wall and ceiling finish materials, complying with NFPA 101, shall be Class A throughout.

\*The use of plastic sheet goods is prohibited unless it meets Class A or B flame spread ratings.

## Other Requirements

1. The use of open flames, such as candles, sterno and all smoking, is prohibited.
  2. The use of hay, leaves, branches, wood chips, etc. is not permitted unless made flame-retardant and satisfactory to the Authority Having Jurisdiction.
  3. Haunted houses shall be supervised at all times by responsible adults spaced throughout the facility and satisfactory to the Authority Having Jurisdiction. Each supervising adult will have a working flashlight.
  4. Prior to the facility being open to the public, a fire inspection shall be completed by the Lakeland Fire Department.
  5. A drawing shall be submitted to the fire inspector, at the time of inspection, showing the location of the following items:
    - a. Building entrance and exits,
    - b. Layout of the path patrons will be expected to follow,
    - c. Location of light switches,
    - d. Location of alarm system and manual pull stations,
    - e. Location of fire extinguishers
- Click **NEXT STEP** to continue.

*Please do not upload the signed and sealed drawings here.*

Filename

Select

Description

UPLOAD

CANCEL

NEXT STEP

# Special Event



- This information will be taken based on what is on file at the City.

STEP 1 STEP 2 CONTACT INFORMATION STEP 3 STEP 4

## Application for a Permit

### Applicant Information

<p><b>*Name</b> <input type="text"/></p> <p><b>*Address</b> <input type="text"/></p> <p><b>*City</b> <input type="text" value="lakeland fl"/></p> <p><b>*State</b> <input type="text" value="FL"/></p>	<p><b>*Phone</b> <input type="text"/></p> <p><b>*Email Address</b> <input type="text"/></p> <p><b>*Zip</b> <input type="text" value="33810"/> - <input type="text"/></p>
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### Owner Information

<p><b>*Name</b></p> <p><b>*Address</b></p> <p><b>City</b></p> <p><b>State</b></p>	<p><b>As long as the Owner box remained unchecked in the previous step, this will be filled with the owner information on file.</b></p>
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### Contractor Information

<p><b>*Name</b></p> <p><b>*Address</b></p> <p><b>*City</b></p> <p><b>*State</b></p>	<p><b>As long as the Contractor box remained checked in the previous step, this will be filled with the same information as the Applicant.</b></p>
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# Special Event



- You will be presented with the information compiled from the last 2 steps. Please review to verify it is correct. If any piece is incorrect, click the corresponding **EDIT** button and update.
- Click **NEXT STEP** when ready.

## Permit Application

STEP 1

STEP 2

STEP 3 REVIEW AND SUBMIT

STEP 4

### Application for a SPECIAL EVENT Permit

#### Permit Information

EDIT

Type SPECIAL EVENT  
Subtype HAUNTED HOUSE  
Description there is a descript...  
Job Value

#### Location

EDIT

701 E MAIN ST  
LAKELAND MCC,RAC, FL 33801 MORTONS ADDITION

#### Contacts

EDIT

##### Applicant Information

(863) v.net  
lakeland fl, FL 33810

##### Owner Information

LAKELAND CITY OF  
228 S MASSACHUSETTS AVE  
LAKELAND, FL 33801 - 1501

##### Contractor Information

(863) ov.net  
lakeland fl, FL 33810

#### Fee Information

Type FIRE DEPARTMENT FEES  
Amount \$225.00  
Total Fees \$225.00

#### Attachments

To upload additional attachments click [Here](#)

Review the information prior to submitting.

CANCEL

PREVIOUS STEP

NEXT STEP

# Special Event



LAKELAND  
FIRE DEPARTMENT

## Confirmation

Thank you for submitting your permit application through eTRAKIT. Before you begin any work, the City's Building Inspection division staff and/or Fire Safety Management division staff must review and approve your permit application, required plans, and payment in full must be made to the City. The provided email address will be used to send all requests for any required additional documentation and approval notification for the permit.

*The fees provided on this application are an estimate based on entered information and may change after being reviewed by staff.*

Note: It is the responsibility of the contractor to print the permit once it is approved, along with the approved plans and comments, and make them available on the job site prior to work beginning and through the duration of the job.

[VIEW PERMIT](#)