



Temporary Special Events and Temporary Outside Sales (TES)

Within certain zoning districts, a TES may be permitted as long as they are approved by the Planning and Zoning Division prior to the event. If an applicant chooses to hold a temporary event or sale then they must comply with the following:

- ✚ Be zoned BB, BB-1, BSC, PUD* or PCD* *if allowed under the PUD or PCD
- ✚ Obtain and Complete a TES Zoning Application
- ✚ Determine other Applicable Permits Needed i.e. Tents, Temporary Signs and Obtain that Application
- ✚ File the Applications
- ✚ Pay all Relevant Fees

Step 1. Zoning Confirmation

You may contact the Clay County Planning and Zoning Division, in advance to confirm that the zoning allows for TES. They may be contacted by phone at (904) 278-4705 or email at clay.zoning@co.clay.fl.us

Once it has been determined that the zoning allows for the event or sale then you will need to determine what else will be part of the event by way of location, any structures, i.e. tents, signage and operational hours. This will assist you in order to file the applications and or obtain permits.

Step 2. Application and Permitting

In order to hold an event or sale the following applications will have to be processed by Clay County:

- ✚ TES Zoning Confirmation Application
- ✚ Temporary Sign Permit Application*
- ✚ Tent Permit*

* If Applicable

Applications may be downloaded below:

[Temporary Events or Sales Zoning Confirmation](#)
[Temporary Sign Application](#)
[Tent Permits](#)

Along with the TES Zoning Application, you will need to include a site plan showing the location and scale of the TES and the fee of \$25.00. Checks are made payable to CCBOCC. Checks or Cash only at this time.

When completed, you will begin by filing the TES Zoning Application and site plan with the Planning and Zoning Division located at:

477 Houston Street
3rd Floor
Green Cove Springs, FL 32043

Once approved, the applicant will proceed with any additional permitting that may be required.

[Temporary Sign Permits](#)

Temporary Sign Permits are issued by the Clay County Code Enforcement Division. Please contact them at (904) 269-6310. The Code Enforcement Division is located at:

2497 State Road 16 West
Green Cove Springs, FL 32043

[Download Map](#)

[MapQuest](#)

[Tent Permits](#)

If the applicant is going to have a tent, a tent permit must be obtained and filed with the Clay County Building Division. The Public Safety Department will process the permit and inspect the tent.

The Building Division is located across from Planning and Zoning Division.

For questions on tent permits please contact the Building Division at (904) 269-6307.

**Zoning Verification for Temporary Events or Sales
Clay County, Florida**



I. Applicant Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Phone: () _____

II. Location Information

Address: _____

City: _____ State: _____ Zip Code: _____

Parcel Identification #: _____

III. Event or Sales Information

Type of Event or Sale (please describe in detail): _____

_____ Site Plan Provided Yes

Dates of the Event: _____ thru _____ Time of Operation: _____ to _____

Are you going to have a temporary sign? Yes* No Are you going to have a tent? Yes* No

* If you checked Yes then additional permitting is required

Items I. II. & III. are completed by the Applicant

If the Applicant is applying for a Transient Merchant Permit, Approval by the Code Enforcement Division Is Required

Official Use

Zoning: _____ Land Use: _____ Application #: TE- _____ - _____

Date of Application: _____ / _____ / _____ Fee

Does the Zoning Allow for Outside Sales: Yes No Application Accepted By: _____

Application Approved Denied Date: _____ / _____ / _____

Code Enforcement Approval: (Transient Merchant Only) By: _____

Date: _____ / _____ / _____