DEPARTMENT DIRECTED POLICY
Policy # 26-24 NSD

TO: Neighborhood Services Department **FROM:** Carmen A. Capezzuto, NSD Director

EFFECTIVE DATE: June 18, 2026 **INITIATED BY:** Neighborhood Services Department

POLICY TITLE: Temporary Outdoor Sales Policy

PURPOSE STATEMENT

Per Sec.158.225(C) of the City's ordinance no person shall conduct outdoor sales, unless a permit has been obtained in accordance with the following Temporary Outdoor Sales Policy. This policy will outline the rules, fees, penalties, and restrictions associated with a temporary outdoor sale in the City.

Authority

The Temporary Outdoor Sales policy shall be administered by the Neighborhood Services Department acting as the City Manager's designee. This grants the Neighborhood Services Department the authority to review, approve, deny, collect fees, and otherwise manage all aspects of the City's temporary outdoor sales permitting process.

DEFINITIONS

Temporary Outdoor Sales – Per Sec.158.225(A)(1) of the City's ordinance, "Temporary Outdoor Sales" shall mean any short-term outdoor display or sale of goods, services, or merchandise by a single vendor, that is to occur on private property. Temporary outdoor sales shall include, but are not limited to, recreational vehicles, Christmas trees, flowers, rugs, and fireworks.

1-Week Sales Permit – A temporary outdoor sales permit that grants the applicant the ability to conduct a single-vendor sale for up to seven consecutive days on a single property. An applicant is allowed a maximum of 4 nonconsecutive events per calendar year. Each property is limited to 4 unique applicants per calendar year unless prior approval has been given by the City.

1-Month Sales Permit - A temporary outdoor sales permit that grants the applicant the ability to conduct a single-vendor sale for up to thirty consecutive days on a single property. An applicant is allowed a maximum of 3 nonconsecutive events per calendar year. Each property is limited to 2 unique applicants per calendar year unless prior approval has been given by the City.

Annual Sales Permit - A temporary outdoor sales permit that grants the applicant the ability to conduct a single-vendor sale for a maximum of 2 consecutive days per week on a single property. An applicant is allowed a maximum of 52 such events per 12-month period. Each property is limited to 2 unique applicants per calendar year unless prior approval has been given by the City.

POLICY

Any person, business, organization, or entity that would like to conduct a single-vendor temporary outdoor sale in the City is required to submit a temporary outdoor sales application and receive approval from the Neighborhood Services Department.

Temporary outdoor sales shall only be permitted on developed property zoned institutional, open space recreation, general commercial, and planned unit development/master planned unit development. Temporary outdoor sales are prohibited on residentially zoned or City property (unless written consent for the temporary outdoor sale is obtained through the City). No property may have more than 1 temporary outdoor sale take place on the same day at the same time.

APPLICATION GUIDELINES

Any person, business, organization, or entity that would like to conduct a single-vendor temporary outdoor sale in the City shall submit complete the online temporary outdoor sales application provided by the Neighborhood Services Department.

A non-refundable application fee is due at the time of online submission. The fee amount has been included in the fee table below.

All information requested in the application must be included at the time of submission and must be an accurate representation of the proposed temporary outdoor sale. Failure to provide all requested information or providing information that misrepresents the temporary outdoor sale may result in denial of the application and possible denial of future applications for an 18-month period. Applicants are responsible for providing any changes or updated materials to the Department (i.e updated licensing, site plan, etc.) after the application has been submitted or approved.

Submission Deadlines

Temporary Outdoor Sales applications must be submitted a minimum of 30 days prior to the first day of sale. Applications submitted within 30-14 days prior to the first sales date will be subject to late fees. Any missing or supplementary information requested after the application has been submitted must be provided to the Neighborhood Services Department within five business days.

Any application for an outdoor sale will be automatically denied if submitted less than 14 days prior to the start date of the sales event.

All current Annual Sales permit holders shall notify the Department of any changes to the originally filed application and/or site plan within 14 days of the next scheduled sale. Failure to notify the Department of any changes to the originally filed application and/or site plan could potentially result in revocation of the issued permit.

Fee Exemptions

Applications submitted by registered 501(c)(3)'s are exempt from permitting fees associated with the temporary outdoor sales application. Applicants are still required to pay the application fees and submit a refundable security deposit. The applicant is responsible for submitting proof of 501(c)(3) status in their application.

Requests for exemption from any or all temporary outdoor sales fees/security deposits may be granted at the discretion of the Neighborhood Services Director, or their designee.

Refunds & Rescheduling

The City will not refund any fees associated with the temporary outdoor sales application for any reason.

In the event an applicant needs to reschedule the dates of their sales event, the applicant must submit the request in writing no less than 7 days prior to the sales date. The Department will have the authority to grant or deny the rescheduling request based upon the information given.

Security Deposit

All applicants shall pay a refundable security deposit in the form of a physical check for the amount listed on the fee table below. The security deposit will be refunded to the applicant after it is determined that the site of the temporary outdoor sale is free of any garbage, litter, tents, signage or any other items/equipment associated with the sales event. If the Neighborhood Services Department determines that the property has not been returned to its original condition within seven days following the temporary outdoor sale, the Department shall withhold the security deposit in whole, the applicant may potentially be banned from conducting future sales events in the City for an 18-month period, and the applicant and/or property owner may face further penalties for violations of City, state, and federal ordinances or statutes.

An applicant's security deposit shall also be withheld for any violation that results in the revocation of their temporary outdoor sales permit.

Review Process

Once all requested information has been provided, a temporary outdoor sales application shall be reviewed by the Department. The Department will also utilize the review period to discuss any exemptions that shall be granted for any section of this policy or the required outdoor sales application. As needed, the Department shall forward the application to any internal City Department such as Public Works or the Police Department for review of any security, traffic, or other areas of concern.

Once an application is approved, the applicant shall pay the permit fee and provide the City with a refundable security deposit in the form of a physical check. All permit fees and security deposits must be paid in full at least 7 days prior to the start date of the sale. Any sales event with outstanding permit or deposit fees within 7 days of the sale's start date will be subject to revocation of the approved permit.

Any changes requested after an outdoor sale has already been approved/ permitted must be made at least 7 days prior to the start date of the sale. Any changes requested within 7 days of the scheduled start date of the outdoor sale can be subject to automatic denial.

Applications may be denied for reasons including, but not limited to the following:

- Missing, illegible, misleading, or falsified information
- Applications submitted less than 30 days before the date of the temporary outdoor sale.
- Temporary outdoor sales that may pose an overall threat to public health, safety, and welfare.
- Previous violations of this policy, or Sec.158.225 of the City ordinance.
- Previous violations of City, state, and federal ordinance, statues, and/or laws.

The reasons for denial listed above applies to event organizers, property owners, and the property itself.

Should an applicant or property owner request to appeal a denial, a written protest must be submitted to the Neighborhood Services Director, or their designee within 2 business days of the denial. The Neighborhood Services Director will inform the applicant or property owner of their review period and final determination.

PENALTIES

Unpermitted Temporary Outdoor Sale

In the event a person, business, organization, or entity conducts, or has the intention to conduct a temporary outdoor sale without first obtaining a permit, the following will occur.

- If the sale is actively taking place, all activity in violation of the property's site plan shall cease. Failure to cease activity shall result in a Code Citation. The organizer of the temporary outdoor sale shall immediately file for a temporary outdoor sales permit if they intend to reschedule their sales event and may not resume sales until the permit has been approved and issued. The applicant could be subject to an unpermitted temporary sales fee outlined in the fee section below, in addition to the regular fees associated with the application.

- If the event has not taken place yet, the Department will immediately inform the listed property owner that the unpermitted temporary outdoor sale would violate the approved zoning use of the property. Should the sales event continue to take place, the property owner would be held responsible for any and all violations of the City's zoning code. The event organizer and property will be suspended from applying for any permit under Sec.158.225 for 18 months.

Revocation of Temporary Outdoor Sales Permit

Should a permitted temporary outdoor sale organizer purposely misrepresent their sales event, fail to return the event property to its original condition within the previously stated timeframe, fail to notify the Department of any changes to the originally filed application and/or site plan, and/or conduct an outdoor sales event that poses an overall threat to public health, safety, and welfare; the temporary outdoor sale permit may be immediately revoked and the applicant may not reapply for a temporary outdoor sales permit for 18 months.

Enforcement Authority

This policy grants the Neighborhood Services Department and the City of Port St. Lucie Police Department the authority to take any and all enforcement actions in accordance with city, state, or federal ordinances/statutes to address any activities that pose a threat to public health, safety, and welfare. This includes enforcement actions outlined in Chapter 37, Chapter 40, and 158 of the City of Port St Lucie Code of Ordinances. The city shall hold the property owner and event organizer jointly and severally responsible for any violations of our Code.

TEMPORARY OUTDOOR SALES FEES

Fee Table	
Application Fee	$100
1-Week Sales Permit	$200
1-Month Sales Permit	$500
Annual Sales Permit	$700
Refundable Security Deposit *(In the form of a physical check)*	1-Week Permit: $500 1-Month Permit: $1000 Annual Permit: $1,400
Late Fee *(Applications submitted within 30-14 days prior to the event start date)*	$200
Unpermitted Outdoor Sales Fee	$200