



Tent Permit Information and Application Form

CITY OF DEARBORN . PERMIT SERVICES DIVISION

Pursuant to the International Fire Code, a permit is required for tents in excess of 400 square feet.

APPLICATION REQUIREMENTS

- Completed Application Form
- Site plan showing:
 - . All property lines and easements
 - . All existing buildings and structures
 - . Location and dimensions of proposed temporary structures, tents, displays, fencing, gates, barricades

TEMPORARY STRUCTURES AND TENTS

Site plan must include:

- . Means of egress
- . Occupant Load
- . Copy of Manufacturer Specifications

COMPLIANCE WITH FIRE CODE

All exits, aisle ways, no smoking signage, emergency lighting and exit signage must comply with the International Fire Code.

PROPERTY OWNER PERMISSION

It is the responsibility of the permit applicant to obtain permission from the property owner for the temporary structures/tent and to allow access to the property for inspection purposes.

RELATED PERMITS

A separate Electrical and Temporary Sign permit may be required.

FOOD AND BEVERAGE SERVICE

Food and beverage service may require approval and/or license from Wayne County Health Department and/or Dearborn City Clerk's Office.

INSPECTIONS

- Inspection after Set-Up (Inspection Code 152)
- Inspection after Event (Inspection Code 140)

FEES

- Application Fee: \$ 40
- Plan Review Fee: \$ 30
- Permit Fee: \$100

The permit fee covers two inspections. Additional fees will be applied if more than two inspections are required, or if inspections will be performed during non-working hours.

Application and Plan Review Fee (\$70) must accompany application.

Permit issuance will be expedited if permit fee is also included with application (\$170 total).

Please make payment by check, payable to City of Dearborn.



TENT PERMIT APPLICATION

CITY OF DEARBORN . PERMIT SERVICES DIVISION

FOR OFFICE USE ONLY:

Application No. _____

Date Submitted _____

Processed by: _____

I. GENERAL INFORMATION

Location: _____

Name of Event: _____

Set-Up Date: _____ Tear-Down/Clean-Up Date: _____

II. DESCRIPTION OF EVENT

- Will any part of temporary event encroach on public property?
 - No Yes ...
 - State of Michigan approval attached
 - Wayne County approval attached
 - City Council approval / Council Resolution # _____

- Will the event involve temporary Obstruction of Public Property?
 - No Yes ...
 - Approval from City of Dearborn Police Department/Traffic Safety attached

Check all that apply:

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> Tent/Canopy | <input type="checkbox"/> Stage/Platform/Viewing Stand | <input type="checkbox"/> Construction Trailer |
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Bleachers | <input type="checkbox"/> Trailer |
| <input type="checkbox"/> Barricades | <input type="checkbox"/> Toilet Facilities | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> None | | |

III. EMERGENCY CONTACT INFORMATION

Check here if emergency contact information is the same as applicant information below.

NAME

PHONE #

IV. APPLICANT INFORMATION / AFFIDAVIT

Application is hereby made to obtain permission for a temporary structure/tent as described in this application.

- I affirm that the information provided in this application is accurate.
- I affirm that the property owner permission was obtained for the temporary structure/tent described in this application and the accompanying documents and to allow access to the property for inspection purposes.

Application and accompanying documents will be kept on file for 180 days after review. The acceptance of the permit shall constitute an agreement to abide by all codes and ordinances enforced by the City of Dearborn.

NAME

ADDRESS

CITY

STATE

ZIP CODE

PHONE #

E-MAIL ADDRESS

SIGNATURE OF APPLICANT