



**SPECIAL USE OF LAND PERMIT
TEMPORARY CONSTRUCTION PERMIT
TENT PERMIT**

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

In addition to your application, the following is also required:

- Property and/or applicant must not have any defaults with the City. Application will be automatically denied if defaults exist.**
- Three copies of a site plan (1/16 inch = 1 foot OR 1 inch = 20 feet scale) shall be submitted showing the following:**
 - . Lot Dimensions
 - . Existing Structures
 - . Proposed Structures
 - . Setbacks
- Deed or other proof of ownership may be required prior to issuance of permit**
- City Council approval is required for encroachments on public property**
- Approval from City of Dearborn Police Department/Traffic Safety needed for obstruction of public property, special use of land, and special events.**
- City Council approval is needed for special events. The applicant or authorized representative is requested to attend the council hearing.**
- Application and site plan copies must be submitted no less than 60 days in advance of the event date**

Separate applications are required for each location and/or building.

The following inspections are required for a Special Use of Land Permit and a Temporary Construction Permit, and are scheduled by dialing 313-943-2400:

- #256 Inspection prior to event
- #255 Final inspection, clean-up completed

The following inspections are required for a Tent Permit, and are scheduled by dialing 313-943-2400:

- #254 Approval prior to event
- #255 Final inspection, clean-up completed

An Electrical Permit may also be required



PERMIT & PLAN REVIEW OFFICE

16901 Michigan Ave, Ste. 6 / Dearborn, MI 48126
313/943-2150

**SPECIAL USE OF LAND PERMIT APPLICATION
TEMPORARY CONSTRUCTION PERMIT APPLICATION
TENT PERMIT APPLICATION**

- Special Use of Land Temporary Construction Tent
 Special Use of Land for Event

LOCATION AND DESCRIPTION OF LOT:

Address _____
Lot No. _____ Subdivision _____

DESCRIPTION OF EXISTING PROPOSED USE:

Existing or Previous Use of Land _____

Are there any buildings on this parcel? YES _____ NO _____

If so, list use: _____

Proposed Use of Land and/or Buildings _____

Are toilet facilities available? YES _____ NO _____

If so, where? _____

Describe proposed enclosures, if any: _____

DATES OF PROJECT OR EVENT (Start Date to Finish Date): _____

For Events, Please Provide:

Set Up Date(s) / Time(s) _____

Event Date(s) / Time(s) _____

Tear Down Date(s) / Time(s) _____

PROPERTY OWNER INFORMATION/AFFIDAVIT:

I do hereby certify that I am the owner of the property herein described and that I have given the applicant herein named permission to perform the work described in this application:

Name of Property Owner _____

Address _____

Phone Number _____

Email Address _____

Driver's License or State Identification Number _____

Date of Birth ____/____/____

Signature of Property Owner _____

APPLICANT INFORMATION/AFFIDAVIT:

Application is hereby made for a permit to perform work as described in this application and the accompanying drawings, which are a part of this application. The property owner and applicant acknowledge that if any city defaults (outstanding fees, fines, and taxes) exist, the application will be automatically denied and a resubmittal is required once defaults are cleared. The acceptance of the permit shall constitute an agreement to abide by all codes and ordinances enforced by the City of Dearborn.

Name _____
Address _____
Phone Number _____
Email Address _____
Driver's License or State Identification Number _____
Date of Birth ____/____/____
Signature of Applicant _____

Subscribed and sworn to before me this _____ day of _____, _____

Notary Public, Wayne County, Michigan

My commission expires _____

FOR OFFICE USE ONLY

- Application complete
- 3 Copies of Drawings submitted

Staff Initials _____

Permit Number _____
Date Submitted _____

Plan Reviewer _____
Date Approved _____

City Engineer Approval _____
Date Approved _____

ED Director Approval _____
Date Approved _____

Police Approval _____
Date Approved _____

Fire Approval _____
Date Approved _____

Permit Fee \$230 _____
Penalty Fee \$ _____
Plan Examination Fee \$ _____

PAY THIS AMOUNT \$ _____