



**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 \_\_\_\_\_

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**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 \$ \_\_\_\_\_