

P3 - TEMPORARY USE PERMIT APPLICATION

Permits will NOT be issued if there are outstanding fines, fees, or violations on the parcel(s). Date: _____

PROPERTY INFORMATION Note:

Address: _____

City: _____ State: _____ Zip: _____

Floor: _____ Suite #: _____ Stories: _____

Parcel ID#(s): _____ Total Acres: _____ Lot Width: _____ Lot Depth: _____

Current Use of Property: _____

Are there existing buildings or structures on this parcel? Yes No

Will the use or event take place on public property or park, or encroach on public right-of-way? Yes No

If yes, has the event been approved by City Council? Yes No Petition Number _____
(for special event application)

Will the event require any temporary street closures? Yes No

If yes, please describe: _____

PROJECT INFORMATION

Use Period (Includes setup and tear down dates)

Start Date: _____ End Date: _____ Hours of Operation: _____ Days of Week: _____

Assembly Activities (Rally, Parade, Demonstration) Concessions/Vending Construction Site Office

Parking Lot Outdoor Entertainment/Sporting Event Outdoor Storage Seasonal Outdoor Sales

Special Event w/in Existing Structure Temporary Retail/Food Service Other: _____

Describe proposed use of structure: _____

List all concession/vending items (offered for sale or free distribution): _____

Will alcoholic beverages be sold or served? Yes No MCL#: _____

Will there be any amplified sound used during the event? Yes No

If yes, describe and note decibel levels: _____

Will there be any temporary lighting installed? Yes No If yes, please describe: _____

Will there be generators used during the event? Yes No Total number of generators: _____

Describe any temporary signage that will be mounted, including advertising: _____

Will there be food prepared on site? Yes No

Estimated number of people (total): _____ Estimated maximum number of people (at one time): _____

PROPOSED ENCLOSURES OR STRUCTURES

Tents _____
Total Number _____ Dimensions of each exceeding 120 sq. ft. (LxWxD) _____

Stages _____ Temporary Cellular Antennae _____
Total Number _____ Dimensions of each (LxWxD) _____

Fencing _____ Portable Restrooms _____
Total Number _____ Total Linear Feet _____ Height _____ Total Number _____

FOR BUILDING DEPARTMENT USE ONLY

Intake by: _____ Date: _____ Fees Due: _____

APPROVALS

Zoning District _____ Zoning/Structural _____ Fire _____

Dist _____ Use _____ Cons Type _____ Use Group _____ Est. Cost _____

Expiration Date:

Permit #:



PROPERTY OWNER

Property owner is Permit Applicant

Name: _____ Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Mobile: _____ Driver's License#: _____

TEMPORARY OCCUPANT

Temporary Occupant is Permit Applicant

Name: _____ Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Mobile: _____ Driver's License#: _____

PROPERTY OWNER AFFIDAVIT

I hereby certify that I am the legal owner of the subject property and I have given the applicant herein named permission to conduct activities described on this application.

Print Name: _____ Date: _____
Property Owner

Signature: _____

NOTE: Deed, Lease Agreement, or other proof of ownership may be required prior to issuance of a temporary permit.

PERMIT APPLICANT SIGNATURE

I hereby certify that the information on this application is true and correct I certify that the proposed use is authorized by the owner of record and I have been authorized to make this application as the organization/business owner(s) authorized agent. Further I agree to conform to all applicable laws and ordinances of jurisdiction. I AM AWARE THAT A PERMIT WILL EXPIRE ON THE STATED END DATE AND THAT EXPIRED PERMITS CANNOT BE REFUNDED.

Print Name: _____ Signature: _____ Date: _____
Permit Applicant

Subscribed and sworn before me this _____ day of _____ 20 _____ A.D. _____ County, MI

Signature: _____ My commission expires: _____
Notary Public

APPLICATION CHECKLIST

IN ADDITION to year application, the following are required:

- Three copies of a floor plan/site plan (drawn to scale) showing the following:
Lot Dimensions, Existing Structures (including fences & driveways), Proposed Structures, Setbacks, Curb Cuts, Signage, and Parking for Temporary Use
- NFPA 701 Flame Resistance Certification for tents or inflatable (if applicable)
- If multiple locations/parcels will be used, separate applications are required for each location
- FOR TEMPORARY USES WITHIN A STRUCTURE:** Temporary Certificate of Occupancy, Allow 3-5 days for processing
- FOR TEMPORARY EXTERIOR USES:** Certificate of Acceptance. Allow 24 hours for processing.

AFTER APPLICATION FOR TEMPORARY USE PERMIT, the following may be required:

- Special Event Business License and Liquor Control License (if selling alcohol)
- Inspections and approvals for life safety standards (e.g. adequate egress, interior lighting and exit lighting, fire suppression) prior to the event - electrical, fire, plumbing, building, mechanical. Call 313-224-3202 to schedule.
- An electrical, plumbing or mechanical permit. A permit for all temporary structures, tents, etc.
- Final inspection after the event/clean-up is completed

Temporary Use Permits are restricted to activities on private property that do not impede public right-of-way. This application can also be completed online. Visit detroitmi.gov/bseed/elaps for more information.

