



TEMPORARY EVENTS PERMIT APPLICATION

Office Use Only: Affix permit / parcel number barcode. Permit Number:	Completion: Mandatory to Obtain Permit Application must be completed, signed, and all fees paid prior to permit issuance. Operation without a permit is illegal and subject to civil fines.
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1. Event Location and Time

Street Address:	
Common Name of Property (if applicable):	
Date(s) for Event:	Timeframe:

2. Applicant Information

Applicant is the: <input type="checkbox"/> Property Owner <input type="checkbox"/> Event Organizer		
Name:	Title/Role:	
Business Name:	Phone Number:	
Street Address:	City, State:	Zip Code:
Email:		

3. Description of Overall Event

Maximum number of expected attendees at any given time:
Provide an overall description of the event:

4. Components of Event

	The event will be held: <input type="checkbox"/> Outdoors <input type="checkbox"/> Indoors <input type="checkbox"/> Both
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the event require any Temporary Structures , such as tents, umbrella structures, membrane structures, crop mazes, fun houses, etc.? If "Yes", provide a description of the temporary structure(s), including size:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the event require any Cooking , including Food Trucks or any cooking operation not normal to the site? If "Yes", provide a description of the cooking operation, including vendor name(s) and fuel sources:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the event require any Alterations to Egress or Access ? If "Yes", provide a description of the alterations:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the event require any Open Flames, Flame Effects, or Fireworks ? If "Yes", provide a description including fuel sources, vendor name(s), and any other pertinent information:
<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the event require any Assemblies (Spectator Seating) ? If "Yes", provide a description:

5. Instructions and Disclaimers

- A. Temporary Structures are structures erected less than 180 days and are subject to the Michigan Building Code and International Fire Code.
- B. A “Membrane Structure” is defined by Michigan Building Code 3102.1 and is synonymous with air-supported, air-inflated, membrane-covered cable, membrane covered frame and tensile membrane structures.
- C. The event described in this application shall not commence until the permit for said event has been issued by the Planning Department.
- D. No components to the event not disclosed at application shall be included in the event.
- E. A Life Safety Inspection *shall be conducted* prior to event. Additional inspections *shall* be allowed within the dates approved for the event.
- F. When ready for inspection, contact the Fire Department providing as much advanced notice as possible. Inspection requests require at least 24 hours notice.
- G. Permits are valid for the dates and times approved. If scheduling changes, contact the Planning Department for review.
- H. Submit the completed application and all applicable supporting documentation for review. Please refrain from submitting documents piecemeal. Doing so will delay the processing of your application by our staff.
- I. Once the review of your application is completed, we will calculate the permit fee and assess any 3rd party review fees. You will be notified that the permit is ready for pickup, and you may pay the fee at that time.
- J. Checks may be made payable to “Oshtemo Township”. Credit/debit card payments are accepted in-person and online. There is a 3% processing fee assessed by our payment processor for credit/debit card payments. This processing fee is non-refundable. Cash payments are accepted in-person only.

6. Additional Documents Required Prior to Acceptance of Temporary Event Application

- Building permit for tents greater than 120ft².
- Fire Department permit for tents greater than 400ft².
- Building permit for temporary structures.
- Building permit for alterations to building features (egress).
- Fire Department permit for alterations to site access.
- Site plan with to-scale details (Township Property Site Maps available upon request).

7. Applicant Signature & Affidavit

- I hereby certify that I am the owner or authorized agent for the same for the property indicated within this application. I certify that the specifications and plans are true and complete and contain a correct description of the building or structure, lot or parcel, and proposed event. All work shall be installed in accordance with the Michigan Building Code and all other applicable codes, standards, and ordinances.
- I hereby authorize the Township of Oshtemo and their agents to inspect the event prior to and within the dates approved for the event.
- I hereby certify that no alterations to approved plans shall occur and I am held liable for any fines and termination of event if such alterations occur.
- Electronic Submissions: By submitting this application and typing your signature (or digitally affixing your signature to this application by other means), you verify and agree that it will be legally binding and enforceable and the legal equivalent of your handwritten signature, pursuant to the Uniform Electronic Transmissions Act, PA 305 of 2000, MCL 450.831 et. seq.

Applicant Signature

Print Name

Date