



**TRAVERSE CITY FIRE DEPARTMENT
FIRE PREVENTION BUREAU**
500 WEST FRONT ST. TRAVERSE CITY, MI 49684
PHONE: (231)922-4930 FAX: (231)922-4872

SPECIAL EVENT PERMIT APPLICATION

This permit application is for special events including exhibits, craft shows, trade shows, carnivals, fairs, pyrotechnics displays, tents and temporary structures, temporary change of use, and any other temporary public assembly function.

Submit application with permit fee of \$45.00. Please make check payable to: CITY OF TRAVERSE CITY. For events seeking a Parks and Public Land Use Permit or a Street Use Permit from the City Clerk's Office, this fee is waived.

THE FOLLOWING INFORMATION MUST ACCOMPANY THIS APPLICATION:

1. A scaled site plan showing location of: Property or lot lines; tent, membrane structure, or stage location; Fire access lanes, emergency vehicle access, and vehicle parking areas; Any special hazard as noted in the City of Traverse City Fire Prevention Ordinance.
2. For Pyrotechnics display, additional information required: Site plan indicating location of launch, and safety area; ATF Certificate; Liability Insurance Certificate (Amount as determined by the Clerk's Office, City of Traverse City)
3. For indoor events, submit a scaled drawing indicating the following: Floor plan, exit location, egress aisles and widths, fire extinguisher locations, types and size.

DATE: _____ **PERMIT #** _____ **(FOR OFFICE USE ONLY)**

APPLICANT NAME: _____ **CONTACT:** _____

APPLICANT ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

APPLICANT PHONE NUMBERS: DAYTIME: _____

CELL: _____ **EMAIL:** _____

EVENT LOCATION: _____

BUILDING/BUSINESS OR PARK NAME: _____

TYPE OF EVENT: _____

EVENT DATE(S): _____ **EVENT TIMES:** _____

TENT/TEMPORARY STRUCTURE: _____ **YES** _____ **NO** **STAGE:** _____ **YES** _____ **NO**

PYROTECHNICS DISPLAY: _____ **YES** _____

\$50.00 per event includes plan review and one (1) inspection during normal hours of operations. Please call minimum twenty-four (24) hours prior to event to schedule inspection if event is during normal hours of operations. If event is not during normal hours of operations, please call minimum seventy-two hours prior to event.

APPLICANT SIGNATURE: _____

NORMAL HOURS OF OPERATION: MONDAY – FRIDAY, 07:00 – 18:00