



## 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.

**The permit fee is \$55.00 and will be invoiced to the applicant by The Traverse City Treasure's office.**

**Applications and plans shall be submitted via email to [Kfritz@tcfire.org](mailto:Kfritz@tcfire.org)**

### **THE FOLLOWING INFORMATION MUST ACCOMPANY THIS APPLICATION:**

1. A 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:** \_\_\_\_\_

**APPLICANT ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**APPLICANT PHONE:** \_\_\_\_\_ **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** \_\_\_\_\_ **NO**

\$55.00 per event includes plan review and one (1) inspection during normal hours of operations. For inspection request during non-business hours an additional \$75.00 per hour fee, minimum 1 hour charge, fee will be assessed.

**Please call 1week prior to event to schedule inspection.**

**APPLICANT SIGNATURE:**

\_\_\_\_\_

**NORMAL HOURS OF OPERATION: MONDAY – FRIDAY, 07:00 – 17:00**