



BUILDING DEPARTMENT

CITY OF ROCHESTER HILLS

Date: 1/5/06	Rev. Date: 9/14/07	Effective Date: 9/14/07
Policy:	Procedure: X	
Title: Ordinance Inspector Special Event Plan Review Checklist		
Manual Name: Ordinance	Document Number: 1.08	
Written By: Joe Aprile		

Authorized Signature: Scott A. Cope

Company Name: _____

Address/Location: _____

Sidwell: _____

Date: _____

Reviewed By: _____

1. Plan review verifying the following:
 - a. Location/address of premises being used
 - b. Location of all building/structures on site
 - c. Location of trash receptacles
 - d. Location, availability of restroom facilities, permanent or temporary
 - e. Location/size of any proposed signs
 - f. Description of any utilities requiring permits
 - g. Location/number of available parking spaces
 - h. Proposed hours of operation
 - i. Access lane for emergency vehicles
 - j. Designated walkway (s) for pedestrians
2. Name, address and letter of permission by property owner
3. A description of the proposed activity

4. Certificate of insurance, with the city named as certificate holder, for public liability in the amount of \$500,000.00 combined single limit coverage to person and property and umbrella liability coverage in the amount of \$1,000,000.00. Notice of cancellation within 30 days
5. Fee for Special Events at \$50.00 per day, exemption for non-profit organizations with permission by Mayor
6. Building review required Yes No Approved?
7. Electrical permit required Yes No
8. Fire Department review Yes No Approved?