



BUILDING DEPARTMENT

CITY OF ROCHESTER HILLS

Date: 7/6/06	Rev. Date: 8/8/07	Effective Date: 8/8/07
Policy:		Procedure: X
Title: Ordinance Inspector Special Event Permit Application Procedure		
Manual Name: Ordinance	Document Number: 2.05	
Written By: Jack Sage		

Authorized Signature:

1. Completed Special Event application
2. Written approval from the property owner
3. Two copies of a site plan (8-1/2x 11) indicating;
 - Location of the event on the property
 - Temporary structure or tents and their size
 - Sanitary facilities (required) and their location
 - Description of any temporary electrical use
4. Certificate of insurance with the City name as certificate holder for public liability insurance, in the amount of \$500,000.00 combined single limit coverage, for injuries to person and property and umbrella liability coverage in the amount of \$1,000,000.00. No cancellation of material change in insurance may occur without 30 days written notice to the City.
5. If a temporary tents, canopies or other structures over 200 square feet with sides or more than 400 square feet without sides are proposed, the following information must be provided:
 - Site Plan must indicate the size and location as well as the distance between the tent/structure and all buildings, parking lots and streets.
 - Floor Plan with interior layout showing seating, tables, aisles and exits with dimensions
 - The proposed occupant load of the structures
 - Flame spread documentation for tent/canopy fabric
 - Parking lot protection for pedestrians
 - Indicate if tent will have open or closed sides
 - Indicate location and type of heating and electrical equipment
6. Description of activities including the following information:
 - Dates and hours of the event
 - Type of activities proposed
 - Anticipated number of participants
 - Any activities that may cause noise, danger or safety concerns
7. Clerical staff will stamp in the application and all paperwork and place in the appropriate Ordinance Tech's tray.
8. The Ordinance Tech will verify the address, enter the project into Equalizer and prepare a plan review file for the paper work. Copies will be forwarded to the Fire

- Department for review. The file will be placed in the file with the sign applications review drawer.
9. The Ordinance Inspector will act as project manager. The Ordinance Inspector will do a Zoning review, and will track the progress of Building review (if necessary) and the Fire Department review.
 10. The Building plan reviewer will review the application and note the status of the review in EQ. Ordinance Inspector will use Procedure 1.08 – Special Event Plan Review Checklist for plan review.
 11. After all the reviews have been received and the Special Event application will be approved by the Ordinance Inspector, the inspector will enter the information into Equalizer as to stipulations, fees, inspection requirements and conditions, print out a copy of the Special Event permit and stamp it “not a valid permit”, and give it to the mail in clerk to make a phone call.
 12. The mail in clerk will contact the applicant by phone advising that the permit is ready to pick up and advise of the total fees.
 13. Permit fees will be collected at the time the permit is issued (\$50/day of event). The applicant will be reminded that an inspection is required prior to opening the special event and at the end of the event after clean up.
 14. Before the event may open, the inspectors from the Building Department and Fire Department will inspect the site. The Ordinance Inspector will coordinate inspection and verify all approvals before giving their final approval.
 15. When the event is over the Ordinance Inspector will inspect the site to confirm that the site is cleaned up.