



BUILDING DEPARTMENT

CITY OF ROCHESTER HILLS

Date: 4/26/05	Rev. Date: 9/13/07	Effective Date: 4/26/05
Policy:		Procedure: X
Title: Roadside Stands Application Checklist		
Manual Name: Clerical	Document Number: 1.18	
Written By: Karen Johnson		

Authorized Signature: Scott Cope

1. Completed Roadside Stands permit application
 2. Written approval from the property owner
 3. Three copies of a site plan (8-1/2 x 11 preferred) 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. 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
 6. If a temporary tent, canopy or other structure 200 square feet or more with sides or 400 square feet or more without sides are proposed, the following information must be provided:
 - Site Plan (3 sets) indicating 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
 - Fastening details
 - The proposed occupant load of the structures
 - Fire Resistance Certificate or 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
- NOTE: All tents/structures are covered under the Roadside Stand Permit (no Building Permit is required).