BUILDING DEPARTMENT

CITY OF ROCHESTER HILLS

Commercial Special Event Application Checklist

☐ Application Fee – $75.00

☐ Completed and signed Special Event Permit Application

☐ Written approval from the property owner

☐ 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

☐ 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.

☐ 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
- Designated walkways for pedestrians
- Location of trash receptacles
- Location/availability of parking spaces
- Access lanes for emergency vehicles

☐ If a temporary tent, canopy or other structure 200 square feet ore 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 are covered under the Roadside Stand Permit (no Building Permit is required).