

**TEMPORARY BUILDING, STRUCTURE, USE AND  
OUTDOOR SPECIAL EVENT APPLICATION**

CITY OF TROY PLANNING DEPARTMENT  
500 W. BIG BEAVER  
TROY, MICHIGAN 48084  
248-524-3364



E MAIL APPLICATION AND  
SUPPORTING DOCUMENTS TO

[evanspm@troymi.gov](mailto:evanspm@troymi.gov)

Paper copies are not necessary

COMPLETE APPLICATIONS MUST BE FILED AT LEAST **14 DAYS** BEFORE THE EVENT.

APPLICATIONS SHALL CONFORM TO THE REQUIREMENTS CONTAINED IN SECTION 7.13 OF  
THE [TROY ZONING ORDINANCE](#).

APPLICANTS SHALL MEET ALL CITY, COUNTY, STATE, OR FEDERAL LAWS OR STANDARDS  
REQUIRED FOR THAT SPECIFIC BUILDING, STRUCTURE, USE OR OUTDOOR SPECIAL  
EVENT.

EVENT LOCATION ADDRESS: \_\_\_\_\_

EVENT DATES/TIMES INCLUDING SET UP AND TAKE DOWN: \_\_\_\_\_

APPLICANT INFORMATION

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

PROPERTY OWNER INFORMATION

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

APPLICANT'S RELATIONSHIP TO PROPERTY OWNER: \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY OWNER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## REQUIRED INFORMATION

- A COMPLETED APPLICATION FORM.
- A COMPLETE WRITTEN DESCRIPTION OF THE PROPOSED TEMPORARY BUILDING, STRUCTURE, USE, OR OUTDOOR SPECIAL EVENT
- A DESCRIPTION OF ALL ACTIVITIES.
- A STATEMENT DESCRIBING TRAFFIC CONTROL AND PARKING PLAN, *if applicable*.
- A STATEMENT DESCRIBING LITTER CONTROL PLAN, *if applicable*.
- A STATEMENT DESCRIBING HOW RESTROOM NEEDS WILL BE HANDLED, *if applicable*.
- A DETAILED SITE PLAN OR AERIAL MAP SHOWING WHERE ON SITE THE TEMPORARY BUILDING, STRUCTURE, USE, OR OUTDOOR SPECIAL EVENT WILL TAKE PLACE INCLUDING:
  - LOCATION OF EXISTING BUILDING(S).
  - PARKING AREAS.
  - VEHICLE ACCESS LANES.
  - TENTS.
  - TABLES, RIDES, STRUCTURES, AND OTHER OUTDOOR APPURTENANCES.
  - OUTDOOR ACTIVITIES.
  - SIGNS.
- ANY ADDITIONAL REQUIREMENTS AS DETERMINED BY THE ZONING ADMINISTRATOR OR OTHER CITY DEPARTMENT TO DETERMINE IF THE REQUIREMENTS OF SECTION 7.13 OF THE ZONING ORDINANCE ARE MET.



## TENT REQUIREMENTS

Set-Up, Use and Safety Considerations

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- Tents, canopies, or membrane structures, herein referred to as *tents*, shall comply with the requirements of the International Fire Code as adopted by local ordinance and shall be inspected by the fire code official prior to use.
- Except where provided for in the code, tents having an area in excess of 400 square feet shall not be erected, operated, or maintained for any purpose without first obtaining approval from the fire code official.
- A detailed site and floor plan for tents with an occupant load of 50 or more shall be provided with each outdoor special event application for approval. The site plan shall include the size, number, and location of tent(s) in relation to any buildings and drives. The floor plan shall indicate details of the means of egress, seating capacity, arrangement of seating and location, and type of heating and electrical equipment, if any.
- Vehicular access to drives and entrances must be maintained clear for fire apparatus and other emergency vehicles. Where fire lanes exist, parking cannot occur.
- Tents shall not be located within 20 feet of lot lines, buildings, other tents, canopies, or membrane structures, parked vehicles, or internal combustion engines.
- An unobstructed fire break, not less than 12 feet wide, shall be maintained on all sides of all tents unless otherwise approved by the fire code official.
- Areas within and adjacent to a tent shall be kept clear of all combustible materials such as hay, straw, or vegetation that could create a fire hazard within 30 feet.
- Smoking shall not be permitted within a tent.
- Open flame or other devices emitting flame, fire, or heat, or any flammable or combustible liquids, gas, or charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent.
- Each tent must have a certificate or stamp affixed indicating the tent is flame resistant in accordance with NFPA 701 or other approved standard.
- A safe means of egress must be provided and maintained at all times the tent is occupied.



## **TENT REQUIREMENTS**

Set-Up, Use and Safety Considerations

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- An adequate number of approved fire extinguishers must be visibly present and readily accessible for immediate use. The minimum size (rating) shall not be less than 10 pounds (2A-20BC).
- Fire extinguishers shall be fully charged and in proper working order with an approved and current service tag affixed.
- There are many more requirements concerning tents in the International Fire Code that are not listed in this document. Please contact the Troy Fire Prevention Division for further information.