



SPECIAL EVENT APPLICATION

Fire Prevention Division

500 W. Big Beaver Road

Troy, MI 48084

248-524-3419

SPECIAL EVENT

This permit application is for indoor special events including exhibits, craft shows, and trade shows as described in Chapter 93, Fire Prevention, of the Troy City Code. A **\$70.00** application fee is to be paid upon submittal of this application. Make check or money order payable to the City of Troy. Please provide the information requested below and return the permit application with associated plans/drawings to the Troy Fire Prevention Division.

NAME OF EVENT: _____

ADDRESS OF EVENT: _____

NAME OF ORGANIZATION: _____

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ CELL: _____

DESCRIPTION OF EVENT TO BE HELD: _____

DESCRIPTION OF ITEMS OR MERCHANDISE: _____

DATE AND TIME OF EVENT: START DATE & TIME: _____ END DATE & TIME: _____

THE FOLLOWING INFORMATION MUST ACCOMPANY THIS PERMIT APPLICATION:

- SCALED SITE PLAN SHOWING: 1) INTENDED VEHICLE PARKING & TRAFFIC PATTERN; 2) EMERGENCY VEHICLE ACCESS & FIRE LANE(S).
- SCALED FLOOR PLAN SHOWING: 1) ITEM DISPLAY LOCATIONS & AISLE WIDTHS; 2) EGRESS PATTERN & EXIT LOCATIONS; 3) CONTROLLED ENTRY & EXIT POINT; 4) FIRE EXTINGUISHER LOCATION(S) & ACCESSIBILITY FOR USE.

WILL TEMPORARY LIGHTING OR ELECTRICITY BE NEEDED? YES: ____ NO: ____
(IF YES, OBTAIN ELECTRICAL PERMIT FROM THE BUILDING DEPT. & ARRANGE FOR INSPECTION.)

===== (TO BE COMPLETED BY FIRE DEPARTMENT) =====

PREMISE #: _____

INSPECTION DATE: ____/____/____ INSPECTOR: _____

INSPECTION APPROVED: Y N EVENT TYPE: _____

COMMENTS: _____