



#### **GENERAL REQUIREMENTS**

- Events on public property must be approved by the City Commission. Deadline for application is 90 days before the event.
- **A separate Commercial Vendor Permit is required for the selling, vending, and solicitation of goods. This permit is obtained through the Clerk's Department.**
- Events using private parking lots or other private property are subject to the City's Temporary Use regulations. **A signed Consent of Property Owner form is required for all Temporary Use submittals.**
- Generators will require an electrical permit submitted by a licensed electrical contractor.
- No tents, signs, or chairs are allowed in the median.

#### **TENTS/CANOPIES**

- Refer to the separate Tent & Canopy Requirement document provided.

#### **TEMPORARY USE**

- All events on private property require Temporary Use approval through the Planning Department.
- A signed Consent of Property Owner form required.

#### **TEMPORARY SIGNS**

- All signage for tents and canopies requires a Temporary Sign Permit.
- A dimensional drawing or other rendering is required to be submitted for each sign. You must indicate length and width of proposed signs as well as height from the ground (when applicable).

#### **TEMPORARY STRUCTURES**

- A Temporary Structure permit is required for bleachers, stages and showcases and approved by the Building Department.
- Two (2) sets of scaled drawings or plans are required for all temporary structures.

**Please be advised that only complete submissions will be accepted and  
all fees are due upon submission.  
Make checks payable to City of Birmingham.**

City of Birmingham  
151 Martin Street, Birmingham, MI 48009  
Community Development Departments  
248.530.1850  
[www.bhamgov.org](http://www.bhamgov.org)



**CITY OF BIRMINGHAM**  
 151 Martin Street, Birmingham, MI 48009  
 Community Development (248)530-1850  
 Birmingham Shopping District (248)530-1200

**DREAM CRUISE EVENT PERMIT APPLICATION**

Permit # \_\_\_\_\_  
 Project # \_\_\_\_\_  
 Set Up Date \_\_\_\_\_  
 Tear Down \_\_\_\_\_

**I. EVENT INFORMATION**

Location Address:	<input type="checkbox"/> Tent(s) <input type="checkbox"/> Canopy <input type="checkbox"/> Sign(s) <input type="checkbox"/> Generator Use (Separate Electrical Permit Required) <input type="checkbox"/> Bleachers/Stages/Showcases/Temporary Structure
<input type="checkbox"/> Private Property Vendor (Property Owner Consent & Commercial Vendor License Required) <input type="checkbox"/> Public Property Vendor (Commercial Vendor License Required)	

**II. APPLICANT INFORMATION**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email\*: \_\_\_\_\_

**III. PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email\*: \_\_\_\_\_

**IV. TENT/CANOPY INFORMATION – REQUIRED FOR TENTS OVER 400 SQ FT**

<b>Date of Setup:</b>	<b>Date of Tear Down:</b>	Square Footage of each Tent/Canopy: _____ x _____ = _____ square feet _____ x _____ = _____ square feet
	Number of Fire Extinguishers:	
Number of No Smoking Signs:	Number of Exit Signs:	

**V. TEMPORARY USE INFORMATION – REQUIRED FOR PRIVATE PROPERTY**

Details of Request for Temporary Use:  
 \_\_\_\_\_  
 \_\_\_\_\_

**VI. TEMPORARY SIGN INFORMATION – TYPE OF SIGN**  BANNER  A-FRAME  ATTACHED  OTHER \_\_\_\_\_

Size: _____ x _____ = _____ square feet	Size: _____ x _____ = _____ square feet
Size: _____ x _____ = _____ square feet	Size: _____ x _____ = _____ square feet <b>Total # of Signs:</b> _____

**VII. REQUIRED ATTACHMENTS**

- a. Two (2) folded copies of site plan including location of all tents, bleachers, platforms and other site amenities (buildings, accessory structures, parking spaces, right-of-way, property lines, etc)
- b. Authorization of Property Owner (s) form - signed
- c. Dimensional drawing or photo for each sign
- d. Fire resistant certification for tents
- e. Two (2) folded copies of dimensional drawings for all temporary structures

PLANS MUST BE SUBMITTED & APPROVED BEFORE A PERMIT CAN BE ISSUED.  
 \*I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the state of Michigan. I further expressly grant to the city of Birmingham, in addition to any applicable law, permission for building, engineering, and planning personnel to enter upon the subject premises for the purposes of conducting such inspections as said departments deem appropriate. All information submitted on this application is accurate to the best of my knowledge.

**VI. TEMPORARY STRUCTURE INFORMATION – TYPE OF STRUCTURE**  PLATFORM/STAGE  CANOPY  SHOWCASE  OTHER \_\_\_\_\_

Size: _____ x _____ = _____ square feet	Size: _____ x _____ = _____ square feet
Size: _____ x _____ = _____ square feet	Size: _____ x _____ = _____ square feet <b>Total # of Structures:</b> _____

**VIII. PERMIT FEES – ALL FEES ARE DUE UPON SUBMISSION – MAKE CHECKS PAYABLE TO ‘CITY OF BIRMINGHAM’**

**Total # of Tents/Canopies:** \_\_\_\_\_ x \$100/Per Tent = \$ \_\_\_\_\_ + **Total # of Signs :** \_\_\_\_\_ x \$50/Per Sign = \$ \_\_\_\_\_ +  
**Total # of Structures:** \_\_\_\_\_ x \$170\* /Per Structure = \$ \_\_\_\_\_ (\*\$85 Plan Review Fee & \$85 Permit Fee) + **Temporary Use \$100**  
**= TOTAL FEES DUE: \$ \_\_\_\_\_ - Make Checks Payable to ‘City of Birmingham’**

**VII. APPLICANT SIGNATURE**

Applicant Signature	Printed Name	Date
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**CONSENT OF PROPERTY OWNER  
TEMPORARY USE OF PRIVATE PROPERTY  
DREAM CRUISE EVENT**

I, \_\_\_\_\_, OF THE STATE OF \_\_\_\_\_ AND COUNTY OF \_\_\_\_\_  
(Name of property owner)

\_\_\_\_\_ STATE THE FOLLOWING:

1. That I am the owner of real estate located at \_\_\_\_\_;  
(Address of affected property)
  
2. That I have read and examined the Application for Temporary Use made to the City of Birmingham by:  
\_\_\_\_\_  
(Name of applicant)
  
3. That I have no objections to, and consent to the request(s) described in the Application made to the City of Birmingham.

Date: \_\_\_\_\_

\_\_\_\_\_  
Owner's Name (Please Print)

\_\_\_\_\_  
Owner's Signature