

Application Requirements for obtaining a Tent / Canopy Permit

Tents and Canopies

- **All tents and canopies over 400 square feet require a permit.**
- **All tents and canopies installed on public property require a Special Event Permit.**
- **All tents and canopies shall be properly secured to the ground. Staking of tents and canopies are not allowed on public property.**
- **A detailed site plan indicating the proposed tent / canopy location on the site is required with the permit application. Site plan shall include tent / canopy, existing building, parking lot, drive approaches, port-a-johns locations, and any other information as needed by the Building Official for plan review approval.**
- **A detailed floor plan indicating interior layout of tables, seating, fixtures, etc. must be provided with the permit application.**
- **All tents and canopies must be constructed of flame resistive material. An affidavit or affirmation must be provided that certifies the flame resistant information.**
- **All tents and canopies shall meet the exit and egress requirements of the Michigan Building Code.**
- **Exit signs are required in tents.**
- **Emergency lighting is required if the tent is occupied during non-daylight hours.**
- **Fire extinguishers must be provided in tents and canopies as directed by the Fire Marshall.**
- **If electrical fixtures are being installed an Electrical Permit is required.**
- **If mechanical fixtures are being installed a Mechanical Permit is required.**
- **Fire Marshall approval is required for any cooking equipment being used in or near the tent / canopy.**
- **All signage for the tent / canopy requires a Sign Permit.**
- **If applicable, provide Oakland County Health Department approvals.**
- **Smoking is prohibited inside tents / canopies.**

Inspection Requirements

- **Schedule the required tent and canopy inspection one day before the event.**
- **Final setup of the tent / canopy must be completed for an inspection. Including the tent / canopy secured to the ground, exit signs, no smoking signs, exit / egress requirements, fire extinguishers, electrical fixtures, mechanical equipment, and flame resistant information. A copy of your site and floor plan must be available for the inspection.**

For any questions regarding a tent / canopy permit or the inspection requirements please contact the building department at 248-530-1850.

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CITY OF BIRMINGHAM
Community Development - Building Department
151 Martin Street, Birmingham, MI 48009

Permit # _____

Community Development: 248-530-1850

Project # _____

AMG Inspection Request Site:

<https://www.accessmygov.com>

Fax: 248-530-1290 / www.bhamgov.org

TENT PERMIT APPLICATION

I. Tent Location				
ADDRESS		PROPERTY IDENTIFICATION NUMBER (SIDWELL NO.)	LOT NUMBER	
II. Applicant Information				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	
CELL PHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	EMAIL ADDRESS		
III. Owner or Lessee Information				
NAME		ADDRESS		
CITY	STATE	ZIP CODE	TELEPHONE NUMBER (Include Area Code)	
CELL PHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	EMAIL ADDRESS*		
IV. Tent Requirement Information				
NUMBER OF TENT/CANOPIES	SQUARE FOOTAGE OF EACH TENT/CANOPY	NUMBER OF NO SMOKING SIGNS	NUMBER OF EXIT SIGNS	NUMBER OF FIRE EXTINGUISHERS
V. Signature				
SIGNATURE OF APPLICANT		TYPE OR PRINT		DATE
SIGNATURE OF OWNER (Required)		TYPE OR PRINT		DATE
VI. Department Use Only				
FEE DESCRIPTION		AMOUNT	TOTAL	
Permit Fee (Per Tent /Canopy)	Number of Tents: _____	\$ 100.00 Per Tent		
			TOTAL FEES DUE	\$
VII. Department Use Only				
APPROVAL SIGNATURE				
TITLE		DATE		

- All tents and canopies over 400 square feet require a permit.
- Tents and canopies on city property require a separate Special Event Permit.
- A detailed floor plan shall be provided showing the proposed layout, and include the location and the size of exits and aisle way widths.
- If the parking lot is to be used for the Special Event, the business must be closed.
- No open flame gas, charcoal or other cooking devices of any type are allowed inside of the tent.

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