

# TEMPORARY USE PERMIT APPLICATION

City of Grand Haven, 20 N. Fifth Street, Grand Haven, MI 49417

Phone: (616) 847-3490 Fax: (616) 844-2051 Website: [www.grandhaven.org](http://www.grandhaven.org)

*Permit to authorize the temporary use of land for a tent, sidewalk sale or seasonal sale of goods not related to the principal use of the lot (ie. Christmas Trees, sunglasses)*

Site Address \_\_\_\_\_ Date \_\_\_\_\_  
For business name \_\_\_\_\_ Telephone # \_\_\_\_\_  
Zoning district \_\_\_\_\_ Occupancy \_\_\_\_\_  
Owner's name \_\_\_\_\_ Telephone # \_\_\_\_\_  
Owner's address \_\_\_\_\_

*NOTE: This permit does not relieve the applicant from meeting any applicable requirements of law, statute or policy of any public bodies or agencies.*

Contact person \_\_\_\_\_ Telephone # \_\_\_\_\_  
Describe proposed use \_\_\_\_\_

Dates of proposed use: from \_\_\_\_\_ to \_\_\_\_\_  
Days of operation \_\_\_\_\_ Hours of operation \_\_\_\_\_  
Will electricity be used? (check one) yes \_\_\_\_\_ no \_\_\_\_\_  
*(If yes, you must pull an electrical permit to be approved and inspected by the Electrical Inspector)*

## REQUIREMENTS

- Scale Drawing of proposed area including parking and traffic flow diagram (if necessary)
- Permit fee: \$75.00
- If erecting a tent: prior to occupancy, an inspection must be completed by the Department of Public Safety

**By signing below**, applicant agrees to perform the described work in accordance with all applicable sections of the City of Grand Haven Code of Ordinances. *Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.*

Signature \_\_\_\_\_

- Contractor     Owner     Agent

### Office Use Only

Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_ Date of Approval/Denial: \_\_\_\_\_  
Approved by: \_\_\_\_\_  
*Zoning Administrator                      Fire Inspector (for tent only)*



## TENT REGULATIONS

Regulated by Chapter 24 of the International Fire Code

If the request for a Temporary Use Permit includes a tent, the following regulations (at a minimum) shall apply. Note that below is a summary of the regulations listed in Chapter 24 of the International Fire Code. Tent requests must meet all of the regulations within Chapter 24 as determined by the City Fire Inspector. The Chapter in its entirety may be supplied upon request.

- Tents and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official
- When required by the fire code official, an inspection report shall be provided and shall consist of maintenance, anchors and fabric inspections
- Fire apparatus access roads shall be provided
- An unobstructed fire break passage-way or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents, canopies and membrane structures unless otherwise approved by the fire code marshal
- Tents, canopies or membrane structures or a usable portion thereof shall have at least one exit and not less than the number of exist required by the following table:

Occupant load	Min. # of means of egress (inches)	Minimum width of each means of egress (inches)	
		Tent or Canopy	Membrane Structure
10 - 199	2	72	36
200 - 499	3	72	72
500 - 999	4	96	72
1,000 - 1,999	5	120	96
2,000 - 2,999	6	120	96
Over 3,000*	7	120	96

*\*when occupant load exceeds 3,000, the total width of means of egress shall not be less than the total occupant load multiplies by 0.2 inches per person.*

- Exit openings from tents shall remain open unless covered by a flame-resistant curtain.
  - Curtains shall be free sliding on a metal support
  - Curtains shall be of a color or colors that contrast with the color of the tent
- Exit signs shall be clearly marked and installed at required exit doorways
- Exit signs shall be of an approved self-luminous type or shall be internally illuminated
- Smoking is not permitted in tents, canopies or membrane structures. Signs shall be posted.
- Open or other devise emitting flame, fire, heat or any flammable or combustible liquids, gas, charcoal or other cooking device shall not be permitted inside or located within 20 feet of the tent, canopy of membrane structure
- Fireworks shall not be used within 100 feet of tents, canopies or membrane structure
- Portable fire extinguishers shall be provided

