

TEMPORARY USE PERMIT APPLICATION

Planning Department, City of Grand Haven
519 Washington Avenue, Grand Haven, MI 49417

Phone: (616) 935-3276 Website: 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 or for placement of temporary structures.*

1. Temporary Use Information

Address/location of property: _____

Parcel #: _____ Zoning District: _____

Describe proposed use: _____

Dates of Proposed Use*: _____

Hours of Operation: _____

Will electricity be used? _____ (requires separate electrical permit and inspection)

****Please allow for up to ten (10) business days for review of the temporary use application****

2. Applicant

Name: _____

Company: _____

Address : _____

Phone #: _____

Email: _____

3. Property Owner

Name: _____

Address: _____

Phone #: _____

Email: _____

Vendor Information (if applicable)

Vendor Name: _____

Contact Person: _____

Address: _____

Telephone #: _____ Email Address: _____

REQUIREMENTS

☐ Scale Drawing of proposed area including parking and traffic flow diagram (if necessary)

☐ Permit fee: \$100.00

☐ Narrative providing additional event details.

☐ If erecting a tent: prior to occupancy, an inspection must be completed by Public Safety Dept.

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. Applicant understands that this permit does not relieve the applicant from meeting any applicable requirements of law, statute, or policy of any public bodies or agencies.

Signature: _____ **Print Name:** _____

☐ Contractor ☐ Owner ☐ Agent

Office Use Only

Administrative Approval: _____ Date of Approval: _____

City Council Approval: _____ Date of Approval: _____



The City Council considers requests for temporary uses that are longer than 30 days in duration.

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 400 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
- A fabric inspection certification shall be provided
- 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

