



GRAND TRAVERSE METRO FIRE DEPARTMENT

FIRE PREVENTION BUREAU

897 Parsons Road ~ Traverse City, MI 49686
Phone: (231) 947-3000 Fax: (231) 947-8728 ~ Website: www.gtmetrofire.org Email: Info@gtmetrofire.org

SPECIAL EVENT PLAN REVIEW / PERMIT APPLICATION

This permit application is for special events including exhibits, craft shows, trade shows, carnivals, fairs, fireworks displays, tents, and other temporary public assembly functions. **Submit with application the permit fee of \$150.00* by check made payable to Grand Traverse Metro Emergency Services Authority.**

The following information must accompany this application:

- Scaled site plan showing vehicle parking, traffic patterns, emergency vehicle access, and fire lanes.
- Scaled floor plan showing floor plan layout, exit locations, egress aisles and widths, interior finishes flame spread/ smoke developed ratings, and fire extinguisher locations.

DATE: _____

PERMIT # _____

(FOR OFFICE USE ONLY)

APPLICANT NAME/ CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

APPLICANT PHONE NUMBERS: BUSINESS: _____

CELL: _____ EMAIL: _____

TYPE OF EVENT: _____

EVENT DATES: _____ EVENT HOURS OF OPERATION: _____

TEMPORARY TENTS/STRUCTURES YES NO

BUSINESS/ ORGANIZATION OR BUILDING NAME: _____

SITE ADDRESS: _____ TOWNSHIP: _____

* \$150.00 per event includes plan review and one (1) inspection during normal business hours. For inspection requests during non-normal business hours add \$100.00 per hour, minimum 2 hour charge to permit fee. Must be paid prior to inspection.

Additional inspections

\$ 75.00 per hour, one (1) hour minimum during business hours.

\$115.00 per hour, two (2) hour minimum for inspections during non-normal business hours.

APPLICANT SIGNATURE: _____