

**MUSKEGON CHARTER TOWNSHIP APPLICATION FOR TEMPORARY USE PERMIT**  
**TRANSIENT MERCHANT/ITINERANT VENDOR**

- 1-3 Events - \$25 Application + \$120 Escrow = \$145
- 4-6 Events - \$25 Application + \$240 Escrow = \$265
- 7-9 Events - \$25 Application + \$360 Escrow = \$385
- 10-12 Events - \$25 Application + \$480 Escrow = \$505

Escrowed amount must always maintain a balance at least equal to the minimum number of inspections required for future events. 1 Inspection minimum required per event and 1 inspection = \$40. After hours inspection is \$60.

**Fee along with 2 copies of site plan (minimum size 11" x 17") required with application.**

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

HOURS & DATES OF OPERATON: \_\_\_\_\_

BRIEFLY DESCRIBE NATURE OF YOUR BUSINESS: \_\_\_\_\_  
\_\_\_\_\_

LOCATION OF TEMPORARY STRUCTURE: \_\_\_\_\_ (ATTACH DRAWING)

MICHIGAN TAX LICENSE NO: \_\_\_\_\_

ARE THERE HAZARDOUS MATERIALS ON SITE? \_\_\_\_\_

**BE ADVISED THAT IF THE POLICE DEPT. RECEIVES ANY COMPLAINTS OF NOISE, PARKING OR UNDO HARASSMENT TO THE RESIDENTS THIS USE PERMIT WILL BE REMOVED AND REVOKED IMMEDIATELY AND POSSIBLE CRIMINAL ACTION WILL BE BROUGHT AGAINST THE OFFENDERS. THE BUILDING OFFICIAL AND THE FIRE DEPARTMENT HAVE THE RIGHT TO REVOKE THIS USE PERMIT IF THERE ARE ANY SAFETY VIOLATIONS. THIS TEMPORARY USE PERMIT IS GOOD FOR DATES AND TIMES LISTED ON THIS APPLICATION ONLY. THIS PERMIT IS GOOD FOR A MAXIMUM OF 30 DAYS PER EVENT.**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT ACCORDING TO THE BEST OF MY KNOWLEDGE AND BELIEF.

\_\_\_\_\_  
BUSINESS OWNERS SIGNATURE DATE

DRIVER'S LICENSE NO.: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPROVED BY BUILDING OFFICIAL: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY FIRE INSPECTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY ZONING ADMINISTRATOR: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY CHIEF OF POLICE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY TOWNSHIP CLERK: \_\_\_\_\_ DATE: \_\_\_\_\_

## MUSKEGON CHARTER TOWNSHIP RULES & REGULATIONS FOR COMMERCIAL USE OF TENTS, CANOPIES OR AWNINGS

Definition of Temporary Structure: Any structure in use for 180 days or less.

Tents, canopies and awnings are considered a structure per International Building Code.

A permit is required for any temporary structure in excess of 120 sq. ft.

### REQUIREMENTS

3 Sets of drawings (minimum 8 ½" x 11") required. Drawings must show the following:

- ✓ Setbacks – distances from buildings and roads
- ✓ Detailed layout of tent use. ie – what will be inside?
- ✓ Any other detached structures
- ✓ Tent location on property
- ✓ Road locations
- ✓ Means of egress (exits)
- ✓ Heating or electricity
- ✓ Fire extinguisher locations
- ✓ Note any sides to be enclosed

If separation distance of multiple tents is less than **5** ft., they constitute one aggregate size.

No smoking signs must be posted.

Exits must be clearly mark & clear of obstruction.

Types of tents that require certification of flame resistance: any tent over 400 sq. ft.

Occupant load to be determined by Building Official