



500 West Big Beaver Rd.  
Troy, MI 48084-5254  
www.troymi.gov/fire

## Special Event Permit Application

Fire Prevention Division

P: 248.524.3419

This permit application is for special events including exhibits, craft shows, and trade shows as described in Chapter 93, Fire Prevention, of the Troy City Code. Please provide the information requested below and return the permit application with associated plans/drawings to the Troy Fire Prevention Division. A \$90.00 application fee shall be paid prior to the permit being issued. Applicants will be sent an invoice via the email listed on the application.

NAME OF EVENT: \_\_\_\_\_

ADDRESS OF EVENT: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DESCRIPTION OF EVENT TO BE HELD: \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF ITEMS OR MERCHANDISE: \_\_\_\_\_

\_\_\_\_\_

DATE AND TIME OF EVENT: START DATE & TIME: \_\_\_\_\_ END DATE & TIME: \_\_\_\_\_

THE FOLLOWING INFORMATION MUST ACCOMPANY THIS PERMIT APPLICATION:

- SCALED SITE PLAN SHOWING: 1) INTENDED VEHICLE PARKING & TRAFFIC PATTERN; 2) EMERGENCY VEHICLE ACCESS & FIRE LANE(S).
- SCALED FLOOR PLAN SHOWING: 1) ITEM DISPLAY LOCATIONS & AISLE WIDTHS; 2) EGRESS PATTERN & EXIT LOCATIONS; 3) CONTROLLED ENTRY & EXIT POINT; 4) FIRE EXTINGUISHER LOCATION(S) & ACCESSIBILITY FOR USE.

WILL TEMPORARY LIGHTING OR ELECTRICITY BE NEEDED? YES: \_\_\_\_\_ NO: \_\_\_\_\_  
(IF YES, OBTAIN ELECTRICAL PERMIT FROM THE BUILDING DEPT. & ARRANGE FOR INSPECTION.)

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit plans to: [fireplans@troymi.gov](mailto:fireplans@troymi.gov)