



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

Special Event Permit Requirements

Fire Prevention Division
P: 248.524.3419

TO: City of Troy Residents, Organizations, and Business Establishments
FROM: Fire Department, Fire Prevention Division
RE: Special Event Permits

Troy City Code, Chapter 93, Fire Prevention, requires an applicant to obtain a permit from the Troy Fire Prevention Division for indoor special events including exhibits, crafts, and trade shows in the City of Troy.

The purpose for this permit is to ensure that such events are conducted safely. The intent of the ordinance is to prevent significant hazards from hazardous materials and conditions; highly combustible materials that could be involved in an exhibit, booth, kiosk, tent, room, office, store, mall, church, school, restaurant, etc.; or overcrowding that would impact the safe egress of occupants.

Special events include, but are not limited to, the following situations and guidelines:

- Exhibits / displays of goods, items, food, merchandise, wares, etc.
- Craft shows, art shows, book shows, train shows, etc.
- Trade shows; buying / selling of goods, items, food, merchandise, wares, etc.
- Public gatherings of 500 or more people inside of a tent or building beyond the normal use of the facility.
- Any event, whereby it's occurrence changes the intended use of the facility.

Before holding a special event, a permit application must be filed with, and reviewed and approved by the Fire Prevention Division. Special event permit applications may be obtained from the Fire Department offices within City Hall, or on the City's web site at: <http://www.troymi.gov/fire/permitApps/>.

Once a permit application with all necessary supporting documentation is submitted, the Fire Prevention Division will review and determine whether or not a permit is required. If so, a permit must be issued prior to the event with all necessary fees paid and inspections conducted. The approval process time is typically two weeks or less, depending on staffing and workload.

Any questions concerning this requirement may be addressed to the Fire Prevention Division at 248-524-3419.