

# TEMPORARY USE PERMIT APPLICATION

Village of Spring Lake  
102 W. Savidge St., Spring Lake, MI 49456  
Phone: (616) 842-1393 Website: [www.springlakevillage.org](http://www.springlakevillage.org)



*Permit to authorize the temporary use of land for a special event or gathering  
Including a tent or sale of goods*

## Applicant/Responsible Party

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Site Address: \_\_\_\_\_ Applicant Phone # \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Time(s) of Event \_\_\_\_\_

Will electricity be used? Yes \_\_\_\_\_ No \_\_\_\_\_

*(If yes, an electrical permit must be approved and an inspection performed by Electrical Inspector)*

*NOTE: This permit does not relieve the applicant from meeting any applicable requirements of law, statute or policy of any public bodies or agencies.*

## REQUIREMENTS

- Site Plan of proposed area including parking and traffic flow diagram (if necessary)
- Permit fee: \$10 (additional costs may apply depending on use or structure)

### If using a tent:

- Size of tent: \_\_\_\_\_
- Number of possible attendees: \_\_\_\_\_
- Provide tent content layout (intended use, seating arrangement, dance floor, bar, etc.)
- Show location for exit signs and fire extinguisher(s)
- Prior to occupancy an inspection must be completed by the Fire Department

**A permit is not required for tents less than 400 square feet in area**

**By signing below**, applicant agrees to perform the described work in accordance with all applicable sections of the Village of Spring Lake Code of Ordinances. ***Signer will insure that all inspection requests are made a minimum of 24 hours prior to the requested time.***

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

- Contractor     Owner     Agent

### *Office Use Only*

Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_ Date of Approval/Denial: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Zoning Administrator                      Fire Inspector (for tent only)                      Permit #

## TENT REGULATIONS

Regulated by Chapter 31 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 31 of the International Fire Code. Tent requests must meet all of the regulations within Chapter 31 as determined by the Fire Inspector and/or Building Official. The Chapter in its entirety may be supplied upon request.

### Location & Emergency Access

- Tents shall not be located within 20' of lot lines, buildings, other tents or parked cars.
- 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 official.

### Means of Egress

- 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.*

- For occupant loads over 50 people, exit signs shall be provided, clearly marked and installed at required exit doorways.
- Exit signs shall be of an approved self-luminous type or shall be internally illuminated.
- All means of egress shall be illuminated.

### Cooking

- 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 or membrane structure unless approved by the fire code official.

### Fire Extinguishers

- A minimum of (1) ABC extinguisher with a 2A10BC rating shall be provided and placed in a visible and unobstructed location. More may be required by Code.
- Travel distance to an extinguisher shall not be more than 75'.

### Fireworks

- Fireworks shall not be used within 100 feet of tents, canopies or membrane structure.

### Smoking

- Smoking is not permitted in tents, canopies or membrane structures and "No Smoking" signs shall be posted

### Occupancy

- NO TENT SHALL BE OCCUPIED WITH PROJECTED WIND GUST OVER 30 MPH.