



APPLICATION FOR 2020 OUTDOOR EVENT PERMIT (COVID-19)

Submit this application to the Community Development Office at least **14 days** prior to the event.

Date of application: _____ Phone _____

Local Business name: _____

Local Business address: _____

Street Address City State Zip

Owner of Business & address: _____

Name Street Address City State Zip

Nature of sale or business being conducted: _____

Print name of applicant: _____

Will a temporary sign be used? YES NO (35 sq. ft. max size and must obtain sign permit)

STARTING DATE: _____ ENDING DATE: _____

(For a period of not more than 60 days during the 2020 calendar year unless renewed and approved by SCT.)

I, _____, the undersigned hereby make application for an Outdoor Event, under the provision of Saginaw Charter Township Code of Ordinances, and submit the foregoing in support thereof.

Signature of Applicant

IF APPLICANT CHOOSES TO EXTEND TEMPORARY ELECTRICAL SERVICE TO THE OUTDOOR/TENT AREA, THEN AN ELECTRICAL PERMIT MUST BE OBTAINED AND THE ELECTRICAL INSPECTOR MUST BE CONTACTED FOR AN INSPECTION PRIOR TO THE OPENING OF THE EVENT

To Be Completed By Saginaw Charter Township Personnel

_____ Flame Retardant Certification (Tent Permit)

_____ Proposed layout site (See attached)

_____ Permission from property owner

Approval/Denial

Planning Department: Initials: _____ Approved Denied Comments: _____

Fire Department: Initials: _____ Approved Denied Comments: _____

Manager: Initials: _____ Approved Denied Comments: _____

OPERATIONAL PERMIT APPLICATION

Saginaw Charter Township Fire Department

Business Name:		Application Date:
Address:	Bus. Phone:	Business Hours of Operation:
Principle Business Activity:		
Owner / Manager:	Phone:	Cell:
Driver's License #:		Date of Birth:
Email:		
Dates for Operational Permit:	Operational Permit Hours of Operation	
Permit Issued Date:	Permit Expiration Date:	

BUILDING DATA

Building Owner:	Phone:	Fax:	
Address:	City:	State:	Zip:
Emergency Contact:	Phone:	Cell:	
Building Insured by:			

Applicant's Name (Print)

Applicant's Signature

Fire Official

Approved

Disapproved

Date

Saginaw Charter Township

Site Diagram – Administrative Outdoor Event Permit (2020)

Please complete a sketch of the site that you wish to locate your outdoor display and or tent. The following information must be reflected in the sketch:

1. Nearest roads.
2. Location of all existing buildings.
3. Location of entrance and circulation drives and existing parking.
4. Indicate the location of the proposed display and/or tent area, measured from the centerline of the road (s). Include footage.
5. Include directional arrow.
6. Diagram must include parking, curb cuts, setbacks, drives, location of signs/displays

A large rectangular box containing a grid of small dots, intended for a site diagram sketch. The grid consists of 14 columns and 24 rows of dots, providing a guide for drawing the site layout.