



Resort Bear Creek Fire Department

373 N. Division Road
Petoskey, Michigan 49770 (231) 347-2496
(231) 347-5288
Alfred L. Welsheimer "Al" Fire Chief
rbcfdchief@gmail.com

SPECIAL EVENT PLAN REVIEW / PERMIT APPLICATION

This permit application is for special events including exhibits, craft shows, trade shows, carnivals, fairs, fireworks displays, tents, and other temporary public assembly functions. Submit with application the permit fee of \$150.00* by check made payable to Resort Bear Creek Fire Department. The following information must accompany this application:

1. Scaled site plan showing vehicle parking, traffic patterns, emergency vehicle access, and fire lanes.
2. Scaled floor plan showing floor plan layout, exit locations, egress aisles and widths, interior finishes flame spread/ smoke developed ratings, fire extinguisher locations, and occupancy load.

DATE: _____ PERMIT # _____ (FOR OFFICE USE ONLY)

APPLICANT/ COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBERS: BUSINESS: _____ CELL: _____

EMAIL: _____

TYPE OF EVENT: _____

EVENT DATES: _____ EVENT HOURS OF OPERATION: _____

TEMPORARY TENTS/STRUCTURES _____ YES _____ NO

BUSINESS/ ORGANIZATION OR BUILDING NAME: _____

SITE ADDRESS: _____ TOWNSHIP: _____

Fee Schedule:

\$150.00 per event includes plan review and one (1) inspection during normal business hours. For inspection requests during non-normal business hours add \$100.00 per hour, minimum 2 hour charge to permit fee. Must be paid prior to inspection.

Additional inspections: \$ 75.00 per hour, one (1) hour minimum during business hours. \$115.00 per hour, two (2) hour minimum for inspections during non-normal business hours.

APPLICANT SIGNATURE: _____ DATE: _____