



SPECIAL EVENT/ SIDEWALK SALE **COMPLIANCE APPLICATION CHECKLIST**

This list is provided as a guide to help you understand the information that must be contained on the required drawings. This list is not all-inclusive of all building codes/zoning ordinances but is used as a general guide for plan review. Applications and plans will be reviewed by the Building Official, Public Safety Department and Fire Marshal.

Special Event and Sidewalk Sales -General Requirements

- All drawings shall be completely dimensioned
- Drawn to scale not less than 1/8" = 1'0" or 1:20 for plot/site plans
- Drawing shall be prepared on sheet paper size no smaller than 8-1/2" x 11" and max. 11 x 17.

Special Event Application submittal requirements:

- Special Event/Sidewalk Sale compliance permit application
- Minimum \$40.00 administration fee
- Submit (1) copy of a site plan showing location of event and any tents, food trucks, parking, seating, structures, electrical provisions, etc.
- Tent (if applicable) specifications and flame spread certificate(s)
- Tent floor plan/interior layout showing all exits, table/chairs and dimensions
- Tent staking detail or anchoring method
- Event schedule and timelines

Sidewalk Sale Application submittal requirements:

- Special Event/Sidewalk Sale compliance permit application
- Minimum \$40.00 administration fee
- Submit (1) copy of a site plan showing location of sales and fixtures.

Required Inspections:

Special Events:

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| <input type="checkbox"/> Final Fire Marshal/Inspector | <input type="checkbox"/> Final Electrical (Electrical Permit) |
| <input type="checkbox"/> Final Building Inspection approval/prior to event | <input type="checkbox"/> Township Board Approval required for Fireworks- See Township Clerk for details |

Sidewalk Sales

- Final Fire Marshal/Inspector
- Final Building Inspection



Sidewalk Sale Guidelines:

1. All banners must have a valid sign permit. The banner must be located so it does not present a hazard to the public.
2. Tents, trailers and other temporary structures are not permitted and no sales or display of merchandise is permitted in the parking lot.
3. Sidewalk sale merchandise may only be located on the sidewalk directly in front of the store having the sale.
4. Display of items for sale shall not impede foot traffic. A path of 4 feet wide shall be reserved for pedestrians.
5. A letter from the property owner (landlord) must be provided giving permission to hold the event and indicating the dates of the sale.
6. Sales may not exceed two (2) weeks in duration. Two (2) Sidewalk Sales are permitted per calendar year for the commercial center.
7. Flammable or hazardous items are prohibited.
8. A compliance permit will be required prior to the occurrence of the sidewalk sale

Special Event Guidelines:

1. Special Event Application must be completed.
2. If signs will be utilized to promote the event, please include the list of approved locations.
3. There is a three (3) foot setback on signs and they are not allowed in the Road Right of Way.
4. Signs must not be placed more than one (1) week before the event and must be removed within two (2) days after the event.
5. A letter from the property owner (landlord) must be provided giving permission to hold the event and indicating the dates.
6. After Administrative or Township Board Approval of the Event, a Compliance Permit and Sign Permit can be issued.



7. A special event is a temporary use/event that is sponsored and/or conducted by a person, entity, corporation or organization, and shall include any event that significantly impacts the community due to one, or more, of the following conditions: duration, attendance, number and type of temporary structures, impairment to vehicular and/or pedestrian traffic, impairment to parking, or hindrance in use of the public right-of-way. (Article 1.00 Rules of Construction and Definitions)

8. The Sign Ordinance regulates the placement of signs for the event.