

City of Detroit

Janice M. Winfrey
City Clerk

OFFICE OF THE CITY CLERK

Andre P. Gilbert II
Deputy City Clerk

DEPARTMENT PETITION REFERENCE COMMUNICATION

To: The Department or Commission Listed Below

From: Janice M Winfrey, Detroit City Clerk

The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

Petition No.	2023-044
Name of Petitioner	American Heart Association
Description of Petition	Petition request to hold “ 2023 Metro Detroit Heart and Stroke Walk/5K” at Comerica Park on June 3, 2023 from 8:00 AM to 12:00 PM
Type of Petition	Special Events
Submission Date	1/30/2023
Concerned Departments	Media Services, Buildings & Safety Engineering, Police Department, Fire Department, Municipal Parking Department, Transportation Department, Health Department; General Services Department,
Petitioner Contact	Raquel Sulaiman American Heart Association 26555 Evergreen Rd, Suite 530 Southfield, MI. 48076 586-214-5124 Raquel.sulaiman@heart.org

SPECIAL EVENTS GUIDELINES

A Petitioner is required to obtain a Special Events Permit from the Detroit City Council to conduct any of the following event types in the public right - of - way or outdoors on private property:

- ❖ Bike Race and/or Ride
- ❖ Carnival
- ❖ Circus
- ❖ Concert
- ❖ Demonstrations
- ❖ Fireworks
- ❖ Marathon
- ❖ Outdoor Festival
- ❖ Performance
- ❖ Political Ceremony
- ❖ Rally
- ❖ Sports or Recreational Activity
- ❖ Street Fair
- ❖ Walkathon

Events that do not need to follow this process are: Residential Block Parties and Private Invitation Only events held **inside** a private facility.

Once the Event Type has been identified, the Petitioner must complete the Special Event Application in full and submit **60 DAYS** prior to the event. Applications **will not** be accepted by the Office of Special Events under 60 days, no exceptions.

Upon submittal, all City of Detroit Departments providing services and permits for the event will review the application. Petitioner will be contacted to present their event to the Special Events Management Group to review all aspects of their application and ensure adherence to each department's guidelines.

- ❖ DO NOT ADVERTISE OR PUBLICIZE YOUR EVENT PRIOR TO APPROVAL FROM DETROIT CITY COUNCIL.

Please be aware each facet of your event is subject to change based on Public Health and Safety standards by the City of Detroit in respect to availability of services and scheduling of other events. **ALL** applications are subject to denial, no exceptions.

Preparation

Large events are complex and may require supplemental applications and a detailed event plan.

1. Set your event dates
2. Check for conflicting dates
Call the Office of Special Events at (313)224-1606.
3. Know the event location and primary intersection
4. Review and complete the Special Event Application
5. Identify the additional supplemental forms required to obtain a permit for your event.
6. Attend your Special Events meeting to review your application

Inform Your Vendors

1. Inform your vendors and/or licensed contractors that they will have to obtain certain permits as specified on the Special Event Application.
2. You, your vendor or licensed contractor are responsible for obtaining these permits after your application is approved. These may include park permits, liquor licenses, temporary food permits, tent permits, generator permits, etc.
3. The list of all vendors that will be at the event should be submitted to the Office of Special Events.

What to Expect

1. The Office of Special Events will review your application in full to ensure it is complete.
2. You will receive an email and/or call with a meeting date for you to present your event before the Special Events Management Group. If you do not, call the Special Events Office at (313) 224-1606.
3. The Special Events Management Group will go over the details of your event on your meeting date and advise which permits will be required.
4. If a "Temporary Use Permit" is required, please complete that ASAP and
5. If there are no outstanding issues with your event, at the close of your meeting the Office of Special Events will request the City Clerk's office to submit your application to City Council for approval.
6. The Office of Special Events will let you know when your approved City Council Event Permit is ready for pick up. **Now you can advertise.**

Successful events are the result of advanced planning, effective communication and teamwork. Please review the "Frequently Asked Questions" for more information.

Special Events Frequently Asked Questions

The Special Events Frequently Asked Questions (FAQ) page is setup to answer both the common and not so common questions regarding Special Events.

By Department

City Engineering – (313) 224-3935

Traffic Engineering – (313) 628-5603

Municipal Parking – (313) 221-2518

Building Safety Environment and Engineering - (313) 224-3259

Business Licensing Department – (313) 224-0365

Detroit Police Department – (313) 237-2826

Detroit Fire Marshall Division – (313) 596-2932

City Engineering: Do I need a permit to close a street or sidewalk?

“Right of Way” Permit

A Right of Way permit is required for any event that will use a portion of a street, ally or sidewalk. This includes the closing of an entire street or designation of curb lanes for special parking/no parking.

The City Engineering Department will review the request and recommend adjustments to the street plan. Clean up and/or other conditions will be communicated to you after your application has been reviewed at the Special Events Management meeting.

“Right of Way” Permit Costs

Right of Way Permits for Special Events cost may vary. Upon receipt of your Special Events Application, the City Engineering Department will consider the emergency vehicle access, parking and traffic congestion when approving your application.

Traffic Engineering: Who will close the street?

The applicant is responsible for closing the street with proper barricades and clear, concise signage for traffic detours. The City of Detroit requires a “Type 3” barricade for all closures. As part of your application, you will be asked to submit the name of the traffic control company you are hiring for managing closures/detours, along with the detail plan of where the barricades and signage will be placed.

Michigan State Highway Closures

Some city streets are also state highways and require a closure permit from the Michigan Department of Transportation. Closing any interstate on/off ramps also requires a permit from the Michigan Department of Transportation. After reviewing your application, the Office of Special Events will alert you if a MDOT permit is required and provide you with further information on how to apply for the permit. You will be responsible for hiring a traffic control company to manage the closure.

Route Description

A Street Closing Report must be included in your Special Events Application. It must provide a text and turn-by-turn description of your route from the start point to end point. The wording should utilize directions (N, S, E, W) as well as street names. A map attachment of your route is mandatory.

Municipal Parking: Can I close a parking lane?

Parking Meters and Costs

The City of Detroit - Municipal Parking Department manages parking meters, which must be rented for the time that the curb lane will be blocked from public parking.

Building Safety Environment Engineering: Do I need a permit for a tent?

Tents requiring permits

Any tent larger than a 10x10 will require a tent permit.

Tent Overview -

- shall not be erected prior to obtaining a tent permit;
- shall not be operated or occupied prior to inspection and formal approval by the Fire Safety Unit inspector.

- A site plan must include the following: location of the tent(s) in relation to the property lines and building(s), the means of egress (exits) and exit path(s) to the street, alley or public way for the tent and for any building affected by an erected tent. Exit signs, emergency lights, doors and any HVAC for the tent shall be shown on the plans upon application submittal.
- Formal approval will be issued in the form of a "Certificate of Inspection" signed and dated by the Fire Safety Unit inspector and an "Occupancy Load Placard" indicating the maximum number of persons allowed in the tent. Both documents shall be posted in a conspicuous, protected location.
- It shall be the responsibility of the applicant to ensure that the tent is being operated and maintained in a safe manner in accordance with the permit requirements, including not exceeding the occupant load. Failure to operate and maintain the tent in accordance with the permit requirements may result in immediate closure, revocation of the "Certificate of Inspection", fines and/or other legal actions by the City of Detroit.
- For specific fire safety questions regarding tents, relating to exits, occupant loads, exit signs, emergency lighting, fire extinguishers, exit doors and hardware etc. contact the Detroit Fire Department - Fire Inspection Unit.

Temporary Power Using Generators

Generators providing power for an event will require a permit from the Building, Safety, Engineering and Environmental Department. An inspector from the Building, Safety, Engineering and Environmental Department will be onsite to inspect the generator prior to the event. If a problem is found it must be corrected immediately or the City reserves the right to shut down your event.

Business Licensing: Do I need a permit to sell merchandise?

Selling/Serving Food and/or Alcohol

For the sale of/or consumption of liquor, wine or spirits at an event a Liquor License must be obtained from the State of Michigan through the Detroit Police Department. The licensing process can take up to one month. The State of Michigan must receive your request two weeks prior to the date of the event.

Applicants must apply for a food vendor's permit and temporary Liquor License permit.

- All food vendors must be licensed and inspected by the City of Detroit.
- It is MANDATORY for you to submit a copy of the temporary Liquor License from the State of Michigan to the Business Licensing Department to also receive a Temporary Liquor License permit from the City of Detroit.

Public Safety Detroit Police Department, Emergency Medical and Fire

Security Plan

The goal of a successful contingency plan is not only to protect life and property by identifying the risks associated with an event, but to also develop a plan of action to minimize those risks and address the safety requirements of the participants and spectators. Event organizers should take into consideration the scope of the event, the potential risk of injury or illness to participants and spectators, security needs, and emergency support required to help promote a safe and enjoyable event. Should a natural or man-made disaster occur, the event organizer(s) is legally and morally obligated to ensure that the necessary and appropriate actions will be taken to minimize harm. The Detroit Police Department stands ready to work with you to ensure that the necessary resources and personnel are available to help make your event successful. The Detroit Police Department and Detroit Emergency Medical Service Department will provide the requirements based on the uniqueness of your event.

Notification to Surrounding Area

To ensure the safety of the event participants and the community, it is the responsibility of the event organizers to arrange notification to businesses and residents in the area immediately surrounding the event site. This communication should include details about the event such as dates and times they will likely be impacted by the flow of traffic and people, etc.

Trash Collection for Events

Clean-up following the event is the responsibility of the applicant. You will be asked to provide the name of the sanitation company as well as a contract of services provided by said company to ensure the event site will be returned back to its original state.

City of Detroit Special Events Application

Successful events are the result of advance planning, effective communication and teamwork. The City of Detroit will be strictly adhering to the Special Events Guidelines; please print them out for reference. Petitioners are required to complete the information below so that the City of Detroit may gain a thorough understanding of the scope and needs of the event. This form must be completed and returned to the Special Events and Film Handling Office at least **60 days** prior to the first date of the event. If submitted later than 60 days prior, application is subject to denial. Please type or print clearly and attach additional sheets and maps as needed.

Section 1- GENERAL EVENT INFORMATION

Event Name: 2023 Metro Detroit Heart & Stroke Walk/5K

Event Location: Comerica Park

Is this going to be an annual event? Yes No

Section 2- ORGANIZATION/APPLICANT INFORMATION

Organization Name: American Heart Association

Organization Mailing Address: 26555 Evergreen Rd, Suite 530 Southfield, MI. 48076

Business Phone: (586) 214-5124

Business Website: miheartwalk.org

Applicant Name: Raquel Sulaiman

Business Phone: (586) 214-5124 Cell Phone: (586) 214-5124 Email: raquel.sulaiman@heart.org

Event On-Site Contact Person:

Name: Raquel Sulaiman

Business Phone: (586) 214-5124 Cell Phone: (586) 214-5124 Email: raquel.sulaiman@heart.org

Event Elements (check all that apply)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> Walkathon | <input type="checkbox"/> Carnival/Circus | <input type="checkbox"/> Concert/Performance |
| <input checked="" type="checkbox"/> Run/Marathon | <input type="checkbox"/> Bike Race | <input type="checkbox"/> Religious Ceremony |
| <input type="checkbox"/> Political Event | <input type="checkbox"/> Festival | <input type="checkbox"/> Filming |
| <input type="checkbox"/> Parade | <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Rally/Demonstration |
| <input type="checkbox"/> Convention/Conference | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Other: _____ |

Projected Number of Attendees: 5,000

Please provide a brief description of your event:

The Heart Walk is the American Heart Association's premier event for raising funds to save lives from this country's No. 1 and No. 5 killers - heart disease and stroke.

What are the projected set-up, event and tear down dates and times (must be completed)?

Begin Set-up Date 6/02/2023 Time: 10:00AM Complete Set-up Date: 6/3/2023 Time: 7:00AM

Event Start Date: 6/3/2023 Time: 8:00AM Event End Date: 6/3/2023 Time: 12:00PM

Begin Tearing Down Date: 6/3/2023 Complete Tear Down Date: 6/3/2023

Event Times (If more than one day, give times for each day):
6/3 - 8am-Noon

Section 3- LOCATION/SITE INFORMATION

Location of Event: Comerica Park

Facilities to be used (Check) Street Sidewalk Park _____ City

Please attach a copy of Port-a-John, Sanitation, and Emergency Medical Agreements as well as a site plan which illustrates the anticipated layout of your event including the following:

- Public entrance and exit
- Location of merchandising booths
- Location of food booths
- Location of garbage receptacles
- Location of beverage booths
- Location of sound stages
- Location of hand washing sinks
- Location of portable restrooms
- Location of First Aid
- Location of fire lane
- Proposed route for walk/run
- Location of tents and canopies
- Sketch of street closure
- Location of bleachers
- Location of press area
- Sketch of proposed light pole banners

You will be prompted to upload these attachments upon submitting this form

Section 4- ENTERTAINMENT

Describe the entertainment for this year's event:

The festival grounds will take place inside Comerica Park. This includes all of the vendor tables/stations. The

Will a sound system be used? Yes No

If yes, what type of sound system? This will be inside of Comerica Park. There will also be a couple of DJ's along the route

Describe specific power needs for entertainment and/or music:

NA

How many generators will be used? 2-3

How will the generators be fueled?
0

Name of vendor providing generators:

Contact Person: Details still being confirmed

Address:

Phone:

City/State/Zip

Section 5- SALES INFORMATION

Will there be advanced ticket sales? Yes No

If yes, please describe:

Will there be on-site ticket sales? Yes No

If yes, list price(s):

Will there be vending or sales? Yes No

If yes, check all that apply:

Food Merchandise Non-Alcoholic Beverages Alcoholic Beverages

Indicate type of items to be sold:

NA

Section 6- PUBLIC SAFETY & PARKING INFORMATION

Name of Private Security Company:

Contact Person:

Address:

Phone:

City/State/Zip:

Number of Private Security Personnel Hired Per Shift:

Are the private security personnel (check all that apply):

Licensed

Armed

Bonded

How will you advise attendees of parking options?

Section 7- COMMUNICATION & COMMUNITY IMPACT INFORMATION

How will your event impact the surrounding community (i.e. pedestrian traffic, sound carryover, safety)?
Streets around Ford Field, Comerica Park, surrounding areas will be closed the morning through early afternoon of event day. Parking will be needed for guests.

Have local neighborhood groups/businesses approved your event? Yes No

Indicate what steps you have or will take to notify them of your event:
We will work with City of Detroit to put out communications about our event. Also will work with news/media outlets to advertise our event. Lastly, we will be going to local businesses and the surrounding neighborhoods that will be impacted by the route to let them know the event is happening. Passing out flyers as soon as event is approved.

Section 8- EVENT SET-UP

Complete the appropriate categories that apply to the event **Structure**

	How Many?	Size/Height
Booth	3	
Tents (enclosed on 3 sides)	3	
Canopy (open on all sides)	3	
Staging/Scaffolding	0	
Bleachers	0	

Section 9- COMPLETE ALL THAT APPLY

Emergency medical services?

Contact Person: MedStar

Address: 380 N Gratiot Ave

City/State/Zip: Clinton Twp, MI 48036

Name of company providing port-a-johns.

Contact Person:

Address:

Phone:

City/State/Zip:

Name of private catering company? NA

Contact Person:

Address:

Phone:

City/State/Zip:

SPECIAL USE REQUESTS

List any streets or possible streets you are requesting to be closed. Include the day, date, and time of requested closing and reopening. Neighborhood Signatures must be submitted with application for approval. **Barricades are not available from the City of Detroit.**

Attach a map or sketch of the proposed area for closure.

STREET NAME: Montcalm

FROM: _____ **TO:** _____

CLOSURE DATES: 6/3/2023 **BEG TIME:** 10am **END TIME:** _____

REOPEN DATE: 6/3/2023 **TIME:** _____

STREET NAME: Brush

FROM: _____ **TO:** _____

CLOSURE DATES: 6/3/2023 **BEG TIME:** 10am **END TIME:** _____

REOPEN DATE: 6/3/2023 **TIME:** _____

STREET NAME: Mack Ave

FROM: _____ **TO:** _____

CLOSURE DATES: 6/3/2023 **BEG TIME:** 10am **END TIME:** _____

REOPEN DATE: 6/3/2023 **TIME:** _____

STREET NAME: I-75 Services

FROM: _____ **TO:** _____

CLOSURE DATES: 6/3/2023 **BEG TIME:** 10am **END TIME:** _____

REOPEN DATE: 6/3/2023 **TIME:** _____

STREET NAME: Winder

FROM: _____ **TO:** _____

CLOSURE DATES: 6/3/2023 **BEG TIME:** 10am **END TIME:** _____

REOPEN DATE: 6/3/2023 **TIME:** _____

PLEASE ADD IMPORTANT INFORMATION BELOW AND ATTACH A COPY OF THE FOLLOWING:

- 1) **CERTIFICATE OF INSURANCE**
- 2) **EMERGENCY MEDICAL AGREEMENT**
- 3) **SANITATION AGREEMENT**
- 4) **PORT-A-JOHN AGREEMENT**
- 5) **COMMUNITY COMMUNICATION**

AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed Special Event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor’s designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to Special Events. I further agree to abide by these rules, and further certify that I, on behalf of the Event agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event, to the City of Detroit.

eSigned via SeamlessDocs.com
Raquel Sulaiman
Key: e33faa16b02b9c8f34ce7c94c2330765

01-30-2023

Signature of Applicant

Date

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

HOLD HARMLESS AND INDEMNIFICATION

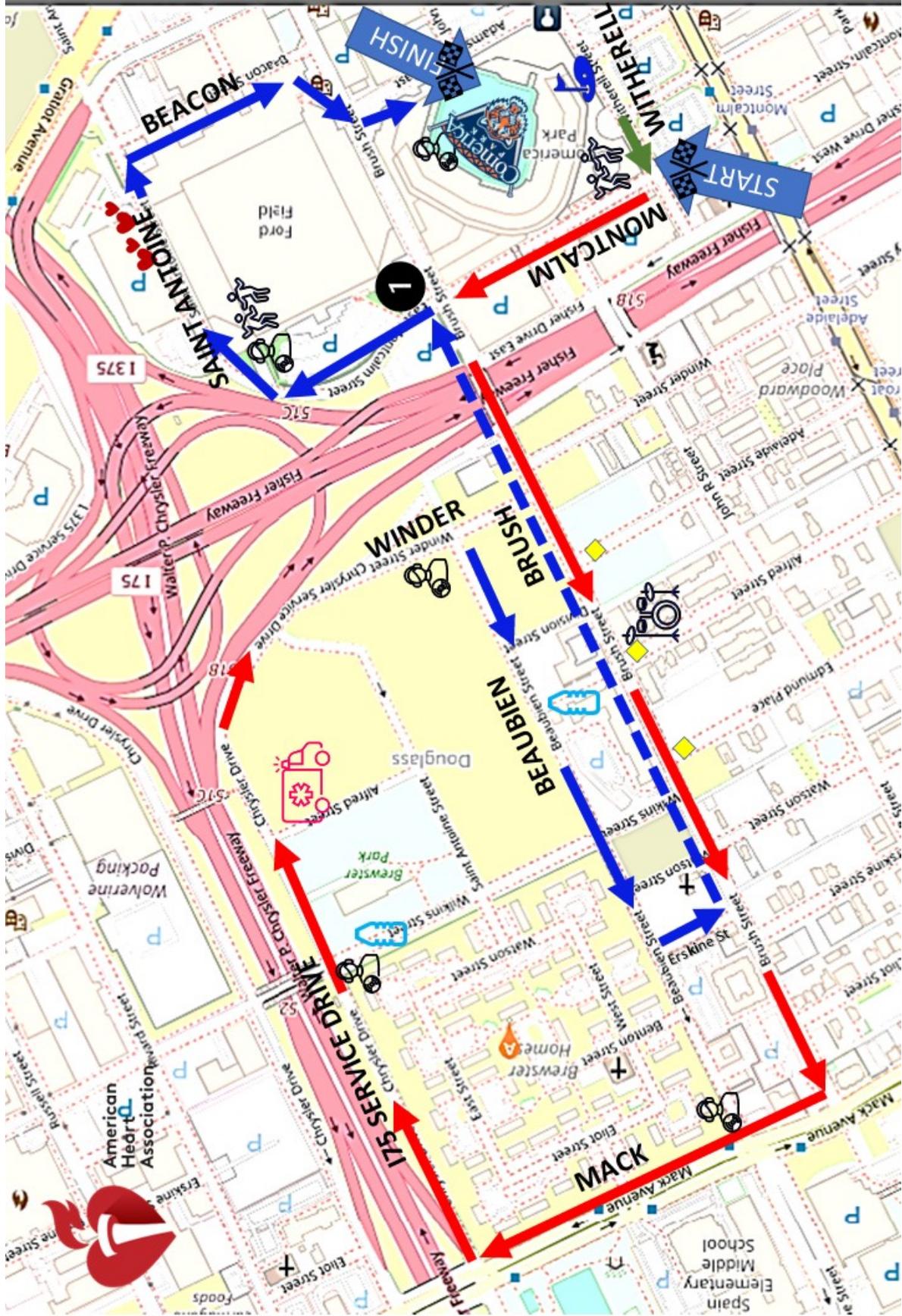
The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney’s fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

Event Name: 2023 Metro Detroit Heart & Stroke Walk/5K **Event**
Date: 6/3/2023

Event Organizer:
American Heart Association

Applicant Signature: *Raquel Sulaiman*
Date: 01-30-2023
Key: e33faa16b02b9c8f34ce7c94c2330765

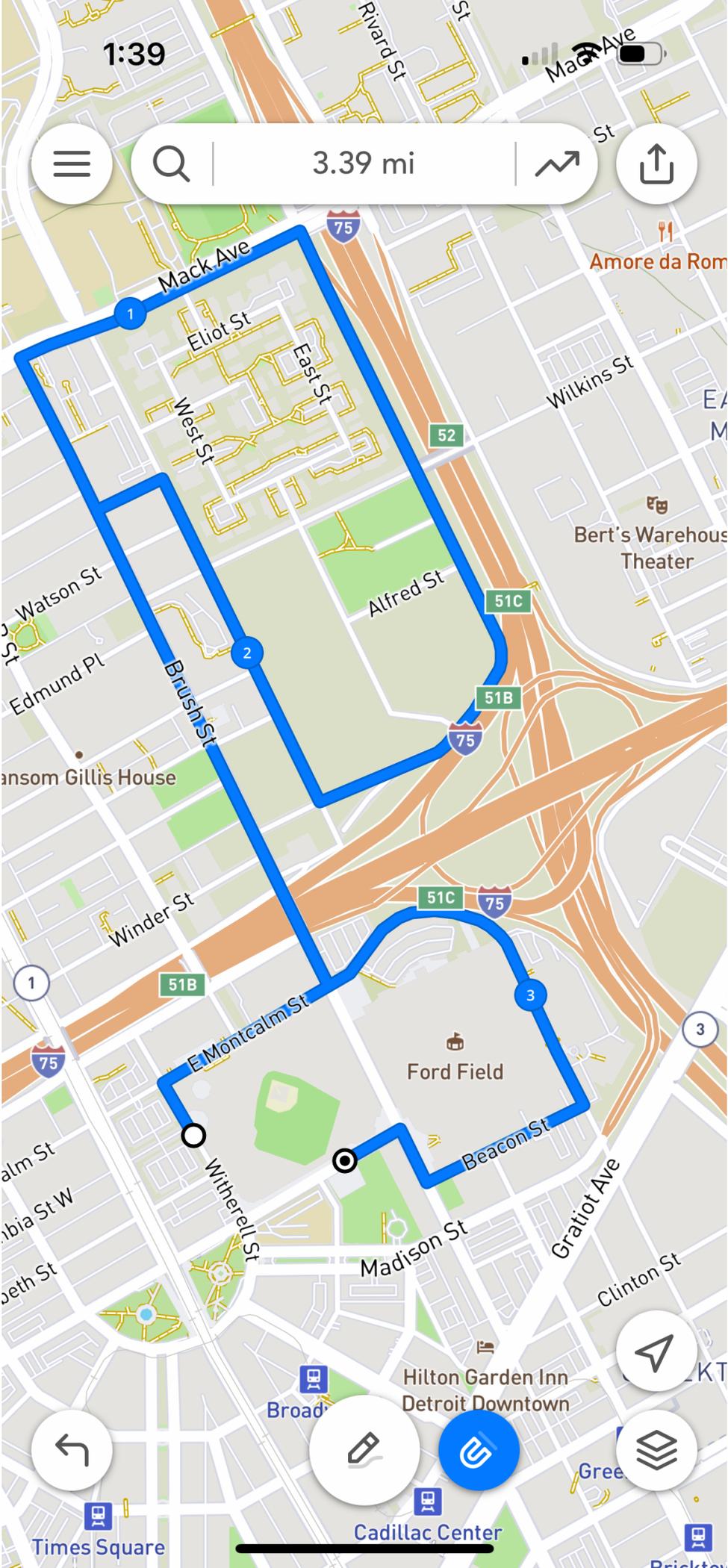


-  Mark Pruitt & ZRS Fitness – Comerica Park Field
-  DJ Jazzy “K”evin – Wilkins St
-  DJ TO – Winder St
-  DJ Righteous – Mack St
-  Hula Hoopers w/ CJ Frank – Ford Field
-  Hustlers – Comerica Park - Tiger
-  Metro Soul – Brush St
-  Corn Hole Games (James Speaks and Karl Dorn)
-  Alleys that need coverage
-  Potential Water Location
-  Potential area for Hearts of Hope so that both 1 mile and 5K could see

1:39



3.39 mi



Times Square

Cadillac Center

Hilton Garden Inn Detroit Downtown

Ford Field

Bert's Warehouse Theater

Amore da Rom

Map labels include: Rivard St, Mack Ave, Eliot St, East St, West St, Wilkins St, Alfred St, Watson St, Edmund Pl, Brush St, Winder St, E Montcalm St, Witherell St, Madison St, Gratiot Ave, Clinton St, Beacons St, Ford Field, Bert's Warehouse Theater, Amore da Rom, Hilton Garden Inn Detroit Downtown, Cadillac Center, Times Square, and Brickley.



P3 - TEMPORARY USE PERMIT APPLICATION

Permits will NOT be issued if there are outstanding fines, fees, or violations on the parcel(s). Date: _____

PROPERTY INFORMATION Note:

Address: _____

City: _____ State: _____ Zip: _____

Floor: _____ Suite #: _____ Stories: _____

Parcel ID#(s): _____ Total Acres: _____ Lot Width: _____ Lot Depth: _____

Current Use of Property: _____

Are there existing buildings or structures on this parcel? Yes No

Will the use or event take place on public property or park, or encroach on public right-of-way? Yes No

If yes, has the event been approved by City Council? Yes No Petition Number _____
(for special event application)

Will the event require any temporary street closures? Yes No

If yes, please describe: _____

PROJECT INFORMATION

Use Period (Includes setup and tear down dates)

Start Date: _____ End Date: _____ Hours of Operation: _____ Days of Week: _____

Assembly Activities (Rally, Parade, Demonstration) Concessions/Vending Construction Site Office

Parking Lot Outdoor Entertainment/Sporting Event Outdoor Storage Seasonal Outdoor Sales

Special Event w/in Existing Structure Temporary Retail/Food Service Other: _____

Describe proposed use of structure: _____

List all concession/vending items (offered for sale or free distribution): _____

Will alcoholic beverages be sold or served? Yes No MCL#: _____

Will there be any amplified sound used during the event? Yes No

If yes, describe and note decibel levels: _____

Will there be any temporary lighting installed? Yes No If yes, please describe: _____

Will there be generators used during the event? Yes No Total number of generators: _____

Describe any temporary signage that will be mounted, including advertising: _____

Will there be food prepared on site? Yes No

Estimated number of people (total): _____ Estimated maximum number of people (at one time): _____

PROPOSED ENCLOSURES OR STRUCTURES

Tents _____
Total Number _____ Dimensions of each exceeding 120 sq. ft. (LxWxD) _____

Stages _____ Temporary Cellular Antennae _____
Total Number _____ Dimensions of each (LxWxD) _____

Fencing _____ Portable Restrooms _____
Total Number _____ Total Linear Feet _____ Height _____ Total Number _____

FOR BUILDING DEPARTMENT USE ONLY

Intake by: _____ Date: _____ Fees Due: _____

APPROVALS

Zoning District _____ Zoning/Structural _____ Fire _____

Dist _____ Use _____ Cons Type _____ Use Group _____ Est. Cost _____

Expiration Date:

Permit #:



PROPERTY OWNER

Property owner is Permit Applicant

Name: _____ Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Mobile: _____ Driver's License#: _____

TEMPORARY OCCUPANT

Temporary Occupant is Permit Applicant

Name: _____ Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Mobile: _____ Driver's License#: _____

PROPERTY OWNER AFFIDAVIT

I hereby certify that I am the legal owner of the subject property and I have given the applicant herein named permission to conduct activities described on this application.

Print Name: _____ Date: _____
Property Owner

Signature: _____

NOTE: Deed, Lease Agreement, or other proof of ownership may be required prior to issuance of a temporary permit.

PERMIT APPLICANT SIGNATURE

I hereby certify that the information on this application is true and correct I certify that the proposed use is authorized by the owner of record and I have been authorized to make this application as the organization/business owner(s) authorized agent. Further I agree to conform to all applicable laws and ordinances of jurisdiction. I AM AWARE THAT A PERMIT WILL EXPIRE ON THE STATED END DATE AND THAT EXPIRED PERMITS CANNOT BE REFUNDED.

Print Name: _____ Signature: _____ Date: _____
Permit Applicant

Subscribed and sworn before me this _____ day of _____ 20____ A.D. _____ County, MI

Signature: _____ My commission expires: _____
Notary Public

APPLICATION CHECKLIST

IN ADDITION to year application, the following are required:

- Three copies of a floor plan/site plan (drawn to scale) showing the following:
Lot Dimensions, Existing Structures (including fences & driveways), Proposed Structures, Setbacks, Curb Cuts, Signage, and Parking for Temporary Use
- NFPA 701 Flame Resistance Certification for tents or inflatable (if applicable)
- If multiple locations/parcels will be used, separate applications are required for each location
- FOR TEMPORARY USES WITHIN A STRUCTURE:** Temporary Certificate of Occupancy, Allow 3-5 days for processing
- FOR TEMPORARY EXTERIOR USES:** Certificate of Acceptance. Allow 24 hours for processing.

AFTER APPLICATION FOR TEMPORARY USE PERMIT, the following may be required:

- Special Event Business License and Liquor Control License (if selling alcohol)
- Inspections and approvals for life safety standards (e.g. adequate egress, interior lighting and exit lighting, fire suppression) prior to the event - electrical, fire, plumbing, building, mechanical. Call 313-224-3202 to schedule.
- An electrical, plumbing or mechanical permit. A permit for all temporary structures, tents, etc.
- Final inspection after the event/clean-up is completed

Temporary Use Permits are restricted to activities on private property that do not impede public right-of-way. This application can also be completed online. Visit detroitmi.gov/bseed/elaps for more information.



MAYOR'S OFFICE COORDINATORS REPORT

OVERALL STATUS (please circle): APPROVED DENIED N/A CANCELED

Petition #: _____ Event Name: _____

Event Date : _____

Street Closure: _____

Organization Name: _____

Street Address: _____

Receipt date of the COMPLETED Special Events Application:	
Date of City Clerk's Departmental Reference Communication:	
Due date for City Departments reports:	
Due date for the Coordinators Report to City Clerk:	

Event Elements (check all that apply):

- Walkathon Carnival/Circus Concert/Performance Run/Marathon
- Bike Race Religious Ceremony Political Ceremony Festival
- Filming Parade Sports/Recreation Rally/Demonstration
- Fireworks Convention/Conference Other: _____
- 24-Hour Liquor License**

Petition Communications (include date/time)

**** ALL permits and license requirements must be fulfilled for an approval status ****

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	DPD				
	DFD/ EMS				
	DPW				
	Health Dept.				

Date	Department	N/A	APPROVED	DENIED	Additional Comments
	TED				
	Recreation				
	Bldg & Safety				
	Bus. License				
	Mayor's Office				
	Municipal Parking				

MAYOR'S OFFICE

Signature: _____

Date: _____

City Council Member: _____

Resolved, The Mayor's Office is hereby authorized and directed to issue permits to The American Heart Association to host 2023 Metro Detroit Heart and Stroke Walk/5K on June 3, 2023 from 8:00A-12:00P

PROVIDED, that there will be DPD Assisted Event; and be it further

PROVIDED, that there will be DFD Pending Inspections; Contracted with Private EMS to Provide Services; and be it further

PROVIDED, that there will be BSEED Permits Required for Tents, Generators and be it further

PROVIDED, that there will be DPW Type III Barricades & Road Closure Signage Required; and be it further

PROVIDED, that there will be Municipal Parking No Parking Signs Required; and be it further

PROVIDED, that there will be a Business License Required obtained following City Council approval; and be it further

PROVIDED, that all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of event.