



Fire Department

200 North Lake Street
Cadillac, Michigan, 49601
Phone 231-775-3114 or
Fax 231-775-1408

SPECIAL EVENT PLAN REVIEW / PERMIT APPLICATION

This permit application is for special events including exhibitions, craft shows, trade shows, fairs, carnivals, fireworks displays, tents/membrane structures, and other large assembly functions.

Submit with application the permit fee of \$75.00 by check payable to the City of Cadillac.

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 development ratings, and fire extinguisher locations.

Form fields including DATE, PERMIT #, APPLICANT/CONTACT PERSON, ADDRESS, CITY, STATE, ZIP, PHONE NUMBERS, BUSINESS, CELL, EMAIL, TYPE OF EVENT, EVENT DATE(S), HOURS OF OPERATION, TEMPORARY TENTS/STRUCTURES, BUSINESS/ORGANIZATION OR BUILDING NAME, and SITE ADDRESS.

One (1) plan review and one (1) inspection are included. Inspection shall be during business hours. For inspections during non-business hours, inspections are charged at \$100.00 per hour with a minimum two (2) hour charge. Additional inspections are charged at \$50.00 per hour during business hours and \$100.00 per hour during non-business hours.

Applicant Signature: \_\_\_\_\_