



BUILDING DEPARTMENT CITY OF ROCHESTER HILLS



Commercial Roadside Stand Application Checklist

- Application Fee - \$50.00
- Completed and signed Roadside Stand Permit Application
- Site Plans – three sets (8-1/2” x 11” preferred) indicating:
 - Location of the event on the property
 - Temporary structure or tents and their size
 - Sanitary facilities (required) and their location
 - Description of any temporary electrical use
- Certificate of insurance with the City name as certificate holder for public liability insurance in the amount of \$500,000.00, combined single limit coverage, for injuries to person and property and umbrella liability coverage in the amount of \$1,000,000.00. No cancellation of material change in insurance may occur without 30 days written notice to the City.
- Description of activities including the following information:
 - Dates and hours of the event
 - Type of activities proposed
 - Anticipated number of participants
 - Any activities that may cause noise, danger or safety concerns
- If a temporary tent, canopy or other structure 200 square feet or more with sides or 400 square feet or more without sides are proposed, the following information must be provided:
 - Site Plan (3 sets) indicating the size and location as well as the distance between the tent/structure and all buildings, parking lots and streets.
 - Floor Plan with interior layout showing seating, tables, aisles and exits with dimensions
 - Fastening details
 - The proposed occupant load of the structures
 - Fire Resistance Certificate or Flame Spread documentation for tent/canopy fabric
 - Parking lot protection for pedestrians
 - Indicate if tent will have open or closed sides
 - Indicate location and type of heating and electrical equipment

➤ NOTE: All tents are covered under the Roadside Stand Permit (no Building Permit is required).