



# Building Department City of Rochester Hills



## COVID Special Event Permit Checklist

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Businesses are a major lifeline to our community, providing jobs, and delivering products and services to our residents. We understand the hardship that local business owners are going through during this unprecedented time. In an effort to help our business owners regain their footing as they reopen, the Rochester Hills City Council passed two resolutions on June 1<sup>st</sup>, 2020 to allow the City administration more flexibility in helping businesses related to outdoor dining/seating and outdoor use from June 8<sup>th</sup>, 2020 to December 31<sup>st</sup>, 2020.

These resolutions recognize the need to expand services and operations outside to accommodate social distancing. The City has developed an expedited 48 hour no fee COVID Special Event Permit process for businesses interested in servicing their customers outdoors or moving some of their operations outdoors.

If you are interested in applying for a COVID Special Event Permit please visit our website at [www.rochesterhills.org](http://www.rochesterhills.org) and apply online. All of your information can be submitted electronically for quick processing. Please see the checklist below for the details of what will be needed to process your permit application.

### Checklist:

- No application fee and no permit fee required.
- Completed and signed Special Event Permit Application. (Online preferred).
- Written approval from the property owner. (If other than the applicant)
- Submit an electronic site plan with the following information:
  - Location of the event on the property;
  - Temporary structures or tents and their size, including flame spread documentation for the tent fabric;
  - Location and type of merchandise;
  - Location and type of sanitary facilities;
  - Description of any temporary electrical use and lighting (a separate electrical permit may be required);
  - Trash receptacles;
  - Type of safety barricade as needed and location.
- 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 the activities including the following information:
  - Proposed Dates and Hours of the event;
  - Type of activities proposed;
  - Anticipated number of participants;
  - Any activity that may cause noise, or safety concerns;
  - Designated walkways for pedestrians;
  - Location of trash receptacles;
  - Location of fire lanes in relation to the event;
  - Consider any complications with neighboring business activity;
- If a temporary tent, canopy or other structure is proposed, the following information must be provided:
  - Site plan indicating the size and location and proximity between the tent/structure and all buildings, parking lots and streets (include on site plan);
  - Floor plan with interior layout showing seating, tables, aisles and exits with dimensions;
  - Fastening/tie down details for the tent, canopy or structure;
  - The proposed occupant load of the structures;
  - Fire Resistance Certificate of 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; and
  - Number and location of fire extinguishers.

Other requirements from the City Council approved resolutions:

- Food and drink establishments may temporarily add or expand an outdoor dining/seating area with seating up to 75% of their current lawful interior seating capacity, if space permits;
- Temporarily added or expanded outdoor dining/seating area or temporary outdoor operations and uses must not encroach into or obstruct fire lanes and hydrants; handicap parking spaces; public rights-of-way and alleys; pedestrian and bicycle paths and sidewalks, or barrier-free access and ramps;
- Appropriate noise and exterior lighting control measures must be implemented to prevent any temporary outdoor operation or use from becoming a nuisance to nearby residents and businesses;

- Temporary new or expanded outdoor dining/seating areas shall be designed and laid out to meet applicable social distancing guidelines and shall include: (i) Temporary signs to encourage compliance with social distancing guidelines; (ii) Hand sanitizing station(s) adjacent to the outdoor dining area; and (iii) Trash receptacle(s) and disinfecting wipes or other supplies for the cleaning of tables and chairs and high-touch points in the outdoor dining/seating area.
- All other temporary outdoor operations and uses shall be designed and laid out to meet applicable social distancing guidelines and shall include (i) Temporary signs to encourage compliance with social distancing guidelines; (ii) Hand sanitizing station(s) in the outdoor use area; and (iii) Trash receptacle(s) and disinfecting wipes or other supplies for the cleaning of fixtures and furnishings and other high touch points in the outdoor area.
- Establishments may provide a waiting area or host, concierge or other point of sale services to patrons from a temporary station or location immediately adjacent to and outside of their establishment, space permits;
- Establishments may place temporary fixtures and furnishings immediately adjacent to and outside of their establishment for the purpose of displaying or offering goods or services for sale to the public, as space permits;

If you have any questions please call the Building Department at 248-656-4615 and one of our customer service staff will get you in touch with the Ordinance Inspector in your area. They can walk you through the process, help you with any questions you may have, and even provide you with an aerial view of your property to assist in your submittal.