



3338 Coolidge
Berkley, Michigan 48072
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PROMOTIONAL EVENT APPLICATION

Application for a permit to (Describe what you are proposing to do):

Work being done at:

Address: _____ Day Telephone: _____

Name of Property Owner: _____

Applicant (if different from above):

Name: _____ Driver's License: _____

Address: _____ City: _____ State/zip: _____

Telephone: _____ Email: _____

If the applicant is different than the property owner, a letter of permission from the property owner must be submitted with the application.

Dates and Hours of Event?
How many employees?
How will site be secured during off-hours?
If you are selling food, please include a copy of your receipt from Oakland County Health Department
What type of merchandise will be sold?
Will there be any electricity outside the building (e.g., extension cords, heaters, lights)? If yes, an electrical inspection by the City will be required after set up and before opening.
Include a Site Plan showing where merchandise will be sold, how pedestrian and vehicular traffic will circulate on the site.
What are your plans for set up and removal?

Please be advised of the following:

By Ordinance, each Promotional Event is limited to a maximum of 30 days from date of permit approval. Any property is limited to three Promotional Events in a given calendar year. Chapter 138 Article 9.13 D.

An application will be denied or an event shut down if complete and accurate information is not provided.

I understand that the posted clean up bond will not be returned until the site is restored to its pre-event condition.

Applicant Signature: _____ Date: _____

For City Use Only

	<i>Receipt Number</i>	<i>Date Received</i>
<i>Fee: \$80</i>		

	Approve (Yes/No)	Signature	Date
Planning/Building			
Public Safety			

CONDITIONS:
