

GENERAL EVENT GUIDELINES

2017 BIRMINGHAM CRUISE EVENT

AUGUST 19 – 9 AM TO 4 PM

The following is an overview of the requirements for preparing for an event in the City of Birmingham. It is not intended to, and does not, serve as a comprehensive list of all requirements. For a detailed list of requirements related to your activities you will need to contact the respective city departments.



ALL PERMIT APPLICATION MATERIALS & FEES MUST BE SUBMITTED BY AUGUST 4, 2017.

For Information Regarding:	Contact:	
Tents, Signage, Electrical	Community Development Dept.	248.530.1850
Hydrants	Fire Department	248.530.1900
Vending Permits - Merchandise & Food Sales	City Clerk	248.530.1880
Vending Permits - Food Preparation	Oakland County Health Division	248.424.7000
Parking Spaces & Lots	Police Department	248.530.1870

Vending / Food Sales

****Due to limited availability of vendor space, vending opportunities on public property will be limited to Birmingham-based businesses and non-profit organizations only and on a first come, first served basis. ****

The selling of food or merchandise requires a Peddling/Vending License. Peddling/Vending permit applications must be submitted at least two weeks prior to the event (August 4, 2017).

Food Sales

All food vendors that are preparing food on site are required to be inspected by Oakland County Health Division 248.424.7000. All grease resulting from food preparation should be placed in separate containers next to trash containers. **DO NOT POUR GREASE INTO TRASH CONTAINERS.**

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Tents

- Tents larger than 200 sq. feet require a tent permit. Tent permits can be obtained from the Community Development Department or downloaded from www.bhamgov.org/permits and must be submitted a minimum of three weeks prior to the event.
- Tents shall NOT be placed on public property, including streets and sidewalks, without city approval.
- Tent sizes shall conform to the Birmingham Code, 2009 Michigan Building Code, Chapter 31.
- Tents or canopies must be secured on all four sides with water ballast, weights or sandbags. The use of stakes to secure tents or canopies requires prior City approval. Contact MISS DIG (800.482.7171) prior to driving stakes for tent placement.
- All tents shall be constructed of flame resistive materials, or materials treated to render the material flame resistant in a manner approved by the Fire Department. An affidavit or affirmation must be submitted to the Fire Department, and a copy retained on the tent site, that certifies flame resistant information.
- All tents must meet exit requirements under the 2009 Michigan Building Code, Chapter 10.
- Each tent must be furnished with an approved fire extinguisher(s) as directed by the Fire Department.
- Gasoline, propane, charcoal or other cooking devices, or any other unapproved open flame, shall NOT be allowed inside or adjacent to the tent.
- City ordinance bans smoking in, or near, the tent. “No Smoking” signs shall be posted on all interior sides of tents.

Site Plans

A site plan must be included with the tent permit application illustrating the placement and sizes of ALL structures including trailers and temporary structures and any public right-of-way obstructions (i.e. parking, porta-potties, tents, and street blockages).

General Safety

Fire hydrants and Fire Department connections located on buildings must remain visible and accessible. All propane bottles must be secured - Milk crates or straps are acceptable. All electrical cords and hoses must be matted to prevent trip hazards.

Signage

All temporary signs require a sign permit. All signage must be submitted for approval before installation. Please include illustrations and sizes with permit materials.

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Temporary signs on public or private property advertising special events approved by the City Commission must conform to the following;

- Temporary Sign Permit and Required Fee
- Display Period: During the event only (including time permitted in the special event permit for event set up and clean up)
- Maximum allowable sign area shall be determined by the Planning Division of the Community Development Department (248.530.1850)
- Illumination: not permitted
- A minimum of 50% of the sign area must be dedicated to the civic event or purpose (i.e. name, time, location, and duration)
- No greater than 50% of the sign area may be dedicated to sponsorship identification (i.e. name, logo, symbol)
- Maximum number of signs shall be determined by the Planning Division of the Community Development Department

The Planning Division may allow additional event signage in accordance with the above standards.

Temporary signs on private property in non-residential districts NOT sponsoring city special events must conform to Article 1, Table B of the Birmingham City Code – Temporary Business Sign Standards. These regulations include a maximum of 10 sq. ft. for a single side of a single tenant building; a maximum of 20 sq. ft. if it is a multi-tenant building and if both apply then a total of 30 sq. ft. overall.

In no case shall any inflatable signage, or other freestanding signage, be permitted greater than 8 feet in height.

Parking Spaces / Lots

The use of public parking spaces for private use is strictly prohibited. Be sure parking spaces in front of your business are not public property if you plan to use them for purposes other than parking. Leasing of public parking spaces is unlawful. Violations will be subject to enforcement by the Police Department.

If your business is open during the event, parking lots are restricted to customer parking only. Only if business is closed on the day of the event can private parking lots be used for other purposes. A site plan may be required in order to review activities on property.