

Date Applied: _____
 Date Issued: _____
 Plan Reviewer: _____
 Dept. Approval: _____

Temporary Structure Application

BUILDING DEPARTMENT
 CHARTER TOWNSHIP OF CLINTON

40700 Romeo Plank Rd.
 Clinton Township, MI 48038
 24 Hr. Insp. Line: (586)286-9320
 Direct Line: (586)286-9323
 Fax No.: (586)286-9484
 buildingpermits@clintontownship.com
 Office Hours: 8:30 a.m. – 4:30 p.m.
 MONDAY THROUGH FRIDAY

BUILDING PERMIT

Permit No. _____
 Application Fee \$ _____
 Permit Fee \$ _____
 Receipt No. _____

Authority: Mich. Building Code
 Completion: Mandatory to obtain Permit
 Penalty: Permit will not be issued

I. ADDRESS OF LOCATION

Street Address	Phone Number	
Name of Owner of Property	Lot/Bldg.#	Subdivision

II. APPLICANT INFORMATION

Indicate who the applicant is <input type="checkbox"/> Contractor <input type="checkbox"/> Property owner	Name	Phone Number	
Address(Street and Number)			EMAIL ADDRESS
City			State Zip Code

III. PROJECT DATA

USE <input type="checkbox"/> Single Family <input type="checkbox"/> Commercial <input type="checkbox"/> Other _____ <input type="checkbox"/> Multi-Family <input type="checkbox"/> Industrial	Size of Structure _____ ft. x _____ ft.	Total Square footage _____ Sq. ft.	Estimated Cost of Installation \$ _____
Dates of Proposed Temporary Use	DESCRIPTION OF USE (example: Outdoor sales of Produce)		
Township Board Approval (Only Required for Temporary Tent for Commercial Use) <input type="checkbox"/> YES <input type="checkbox"/> NO Date of Twp. Board Approval _____			
Sales or exchange of money can only occur in the structure/ tent if the Twp. Board approval was granted as such at the Township Board Meeting Did you obtain approval for sales in the structure/ tent? <input type="checkbox"/> YES <input type="checkbox"/> NO			

IV. Applicant Signature

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent, and we agree to conform to all applicable laws of the Charter Township of Clinton. All information submitted on this application is accurate to the best of my knowledge.

Signature of Applicant	Print Name	Date
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V. Plan Review Comments or Conditions of Permit (Department Use Only)

Temporary Structure Permit Rules and Guidelines for Submittal

When submitting an application for a temporary structure/tent permit you must provide the following:

- Completed application form
- 2 copies of the property plot plan, site plan or **SCALED** drawing showing the proposed location of your temporary structure/tent, adjoining roads, structures on property and easements
- A copy of the applicant's Driver's License

Fees:

- Application Fee- \$50
- Permit Fee -\$50

Important Information:

Commercial

- Any **tent** structure located on a commercially zoned parcel must have Township Board approval which can be requested for a maximum of 90 Days by submitting a letter to the Building Department requesting to be on a Township Board Meeting agenda prior to the approval of permit.
- Temporary structures (other than tents): the Building Official may grant a 180 day permit and one extension without Township Board approval.
- Accepting sales within a temporary structure or tent will require Township Board approval and must meet the following criteria:
 1. Applicant must own the property or have a 1-year lease and have been approved for occupancy of the permanent location.
 2. Taxes, Water Bills and any other Township fees must be paid.
 3. Products in the tent must be consistent with a product sold within the permanent location.
- The Building Official has the right to send any applicant to the Township Board for approval at his discretion.

Residential

- Temporary structure on a residential lot is only permitted for up to 6 months and must meet setback requirements for an accessory building. 3' from a side property line, 6' from a rear property line and not to interfere with any easements. (This will only be considered if a permanent structure is under permit).
- Temporary structure must be located over an area which has a hard surface (for example: concrete, asphalt, gravel or patio blocks).
- Temporary structure must meet height requirements and size limitations set forth for accessory buildings.
- All of these requirements are at the discretion of the Building Official or designee.