



"Heart of the Lakes"

**CITY OF KEEGO HARBOR**  
**TEMPORARY TENT PERMIT**  
**APPLICATION**  
2025 BEECHMONT  
KEEGO HARBOR MI 48320  
(248) 682-1930 www.keegoharbor.org

**Office Use Only**  
Validation Area

**FOR COMMERCIAL USE**

**(OFFICE USE ONLY) PERMIT NUMBER: PT-**

The undersigned applies for a permit to erect a tent under the provisions of the Zoning Ordinance, according to the following statements:

Applicant/Contractor \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

Date of function \_\_\_\_\_ Date of erection \_\_\_\_\_ Date of removal \_\_\_\_\_

Tent location on premises \_\_\_\_\_

Owner \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Size of Tent \_\_\_\_\_

Before any permit is granted for erection of a tent, the following requirements must be met.

1. Plans and specifications shall be filed with the Building Department showing the dimensions, materials and required details of construction including loads, stresses and anchorage, and distance from property lines.
2. Submit copy of liability insurance certificate with application.
3. A written consent of the owner or lessee of the premises upon which the tent is to be erected.
4. Obtain electrical permit if there will be power running to the tent prior to installation of the tent.
5. Site Plan where tent is to be erected.

\_\_\_\_\_  
Signature of Applicant/Contractor Date: \_\_\_\_\_

**Department of Building Safety -For Office Use Only**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Fee: \$10.00

Building Department Plan Review Fee: \$15.00

Total Due: \$ 25.00

Council Approval: \_\_\_\_\_