



Information for Special Events Requirements for Fire and Life Safety

In order to expedite the processing of special event requests, these guidelines below have been established:

Requirements *prior* to Special Events Initial Meeting:

All required documentation shall be submitted to the office of the Fire Marshal Division **prior** to the applicant's Special Events meeting. Failure to provide documentation will cause a delay in the required approval from the Detroit Fire Department.

- An Emergency Response Plan shall be supplied by the event organizer and is required for any event with an anticipated crowd > 500 ppl.
- Events with anticipated crowds exceeding 500 persons are required to provide an Emergency Medical Plan EMS services that meet the minimum staffing requirements as determined by the AHJ. This shall be submitted to Detroit EMS. **See chart on page 2.**
- The site plan submitted shall indicate the location of all tents, temporary structures, exiting, food truck locations and any special hazards associated with said event (temporary installations of combustible/flammable liquids shall be identified on the site map).
- **No Approval from the Fire Marshal Division shall be given at the Special Events Meeting unless the required documents have been submitted *prior* to the meeting.**

Requirements *after* Special Events meeting and Prior to the event:

- A Temporary Use Permit application shall be submitted to BSEED and the Fire Marshal Division Plan Review Section for all tents/structures larger than 120 sq. ft.
- Tent requirement Checklist (See attached document).
- Tent restraint documentation for tents < or = 3600 sq. ft. (See attached document).
- Architectural/Engineer stamped plans/drawings for any tents > or = 3601 sq. ft.
- All plans required shall be submitted to BSEED & Fire Marshal Plan Review Section.
- All food trucks that use fuel-fired cooking equipment shall obtain a Fire Permit from the [Detroit Fire Marshal Division Fire Prevention Section](#).
- Events requiring 24-hour liquor licensing approval shall complete the "[Fire Marshal Customer Service Form](#)". Please select "24 Hour liquor license" under type of service, complete all required fields, and attach all requested documents.
- **Documents submitted within seven days of event start date shall be assessed an expedited processing fee of \$768.**
- **Unpermitted events, construction of, and/or erection of temporary structures will be subject to stop work orders as per the Detroit Fire Code Ordinance.**

Detroit Fire Marshal Division Contact Information

Fire Marshal Division Plan Review Section: (313) 590.3434, (313) 400.4366, or (313) 300.3505
(Plan Review submittals)

Fire Marshal Division Fire Prevention Section: (313) 596-2954 (Inspections) or (313) 596-2932
(Public Assembly Unit)

Email: DFDFMDGeneral@detroitmi.gov

Office of the Fire Marshal, City of Detroit



In order to ensure adequate care for medical emergencies, the matrix below is utilized by the Detroit Fire Department to determine types of medical resources at an event. Events with an estimated attendance of greater than 500 people or requiring specialized permits and/or plans below 500 attendees may require medical coverage.

A written medical plan shall be submitted at least 30 days prior to the first day of a special with an estimated attendance of greater than 2,500 persons or events in which an Emergency Action Plan is required by the Detroit Fire Marshal Division. Please contact the EMS Division at 313-596-5180 for additional information and the plan requirements.

MEDICAL COVERAGE REQUIREMENT

EVENT TYPE	CROWD SIZE (anticipated)	CPR/AED/9-1-1 ACCESS	FIRST AID	BLS or ALS AMBULANCE	Mobile Teams
CONCERT / MUSIC FESTIVAL	>500 TO 2499	X			
	2,500-15,500	X		X	
	15,500-50,000	X	X	X	X
	>50,000	X	X	X	X
ATHLETIC / SPORTING EVENT	>500 TO 2499	X			
	2,500-15,500	X	X	X	X
	15,500-50,000	X	X	X	X
	>50,000	X	X	X	X
PARADE* / BLOCK PARTY / STREET FAIR / OUTSIDE VENUE	>500 TO 2499	X			
	2,500-15,500	X			X
	15,500-50,000	X	X	X	X
	>50,000	X	X	X	X
CONFERENCE / CONVENTION	>>500 TO 2499500	X			
	2,500-15,500	X			
	15,500-50,000	X	X	X	X
	>50,000	X	X	X	X