

FRANKENMUTH CREDIT UNION EVENT CENTER

PERMIT APPLICATION

Village of Birch Run
12060 Heath Street P.O. Box 371
Birch Run, MI. 48415
Ph: (989) 624-5711 Fax: (989) 624-9681

NOTE: The **producer** of an event at the Frankenmuth Credit Union Event Center is required to obtain all permits from the Village of Birch Run Zoning Department, at least 14 days prior to the event.

APPLICANT INFORMATION:

Producer: _____

Address: _____

City: _____ State: _____ Zip: _____ Ph # _____

Person(s) Responsible for Event: _____

Address (if different from above): _____

City: _____ State: _____ Zip: _____ Ph # _____

EVENT INFORMATION:

Name of Event: _____

Description of Event: _____

Move in Date(s): _____ Show Date(s) _____

Check location of Event: Indoor Outdoor Combined

Provide drawings of areas being utilized & locations on scaled paper (Show Scale i.e. $\square = 5'$)

ADDITIONAL INFORMATION:

Outdoor Advertising/Signage: YES: NO:

The Village of Birch Run & FCUEC must approve all signage before installation. Please attach drawings for location & size.

CHECKLIST: The following must be provided for this application:

- Detailed floor plan of indoor use.** (Must show all dimensions including aisle width, electrical runs and method of protection, etc.)
- Detailed diagram of outdoor use.** (Location of use with dimension, parking areas, ingress & egress locations, etc.)
- Diagram of proposed outdoor signage.** (Location, size and quantity)
- Application Fee/\$45.00, Cash, Check or Money Order payable to the Village of Birch Run.**

Applicant's Signature: _____ Date: _____

Frankenmuth Credit Union Event Center Approval:

Authorized Representative

Date

Office Use Only

Application Approved:

Application Denied:

Zoning Administrator

Date

Amount Paid _____ Cash Check # _____

Date