

Vendor/Outdoor Non-Accessory Retail Sales Checklist

Pursuant to Section 7.53, Chapter 72 (Vendors) and Section 5.57, Chapter 45 (Outdoor Non-Accessory Temporary Retail Sales) of the Southfield City Code, in order to conduct business within the City of Southfield, the following requirements must be met:

- Outdoor non-accessory temporary retail sales may be conducted outside of a permanent building in all zoning districts except that in a single-family residence zoning district such sales are permitted only if a permanent non-residential use is situated on the property
- If outdoor non-accessory retail sales (also known as a “Vendor”) meets the above criteria, petitioner must:

_____ File an application with the City Clerk for a Vendor business license

_____ Provide a copy of a site plan to the Building Department depicting all buildings, parking space layout, driveways, and the location and size of proposed tent or any other temporary structure from which business will be conducted – dimensions to the tent or other structure from property lines. MINIMUM setback required by ordinance, Chapter 45, Section 5.57 (2) B, is **50 feet**.

_____ Ensure parking shall be sufficient to meet needs of existing building’s uses, plus the additional spaces required for this temporary retail sales area. Parking for the temporary sales will be from excess parking, if any exists on the site - i.e. parking spaces available on site beyond what is required by ordinance.

_____ Provide a certificate of fire retardant treatment to the Building Department for tent, canopy or other fabric, wood or combustible structure used to shelter person(s) or protect goods and merchandise from the weather.

_____ Provide signed agreement with Landlord for lease of space to the Building Department. Amount of lease terms can be blackened out.

_____ Provide a City of Southfield Permission to Enter form filled out by the property owner.

_____ Provide agreement to the Building Department for use of restrooms within 500 feet and on the same property.

- _____ Upon completion and submission of the above documents, a public hearing will need to be held in regard to the accessory retail sales; Chapter 45, Section 5.57 (2). This hearing requires notices be sent out at least 15 days prior to the hearing to all property owners within 300 feet of the property. The Special Use Hearing will be held in the Conference Room at the Building Department at the appointed date and time.

- _____ If using a tent, canopy or other form of temporary structure after the hearing the structure can be set up and a call made to both the Fire Marshal (248) 796-5703 and Building Department (248) 796-4110 for inspection. Upon approval of both the Fire Marshal and the Building Official a Certificate of Occupancy will be issued.

- _____ A separate sign permit and City of Southfield Permission to Enter form, filled out by the property owner, is required for signage. Contact the inspector at (248) 796-4117.

- _____ Tent, Electrical, and Sign Permit Applications need to be submitted to the Building Department at least six weeks prior to the start date of the event.

- _____ Return to the City Clerk's office to obtain your Vendor License after Certificate of Occupancy is issued.

Specific questions regarding submittal details, etc., should be directed to the Building Department at (248) 796-4100. Copies of existing site plans may be obtained by submitted request to the City Clerk's Office under the Freedom of Information Act (FOIA). Questions pertaining to the Vendor license should be directed to the City Clerk's Office at (248) 796-5150.