

Michigan Department of Licensing and Regulatory Affairs  
Bureau of Commercial Services  
Licensing Division  
CARNIVAL-AMUSEMENT SAFETY ENGINEERING & INSPECTION  
P.O. Box 30018, Lansing, MI 48909  
Telephone: 517-373-8376  
Fax: 517-373-2162  
www.michigan.gov/amusement

## CHECKLIST AND PROCEDURES FOR OBTAINING A PERMIT TO OPERATE

AUTHORITY: P.A. 225 of 1966, as amended  
COMPLETION: Mandatory  
PENALTY: Failure to complete may result in denial of permits

**Instructions:** Permits to operate equipment or devices must meet the entry level threshold of being classified as a "carnival or amusement ride". The definition from the Carnival-Amusement Safety Act and Administrative Rules are as follows:

Section 2(a) "Carnival or amusement ride" means a device that carries or conveys passengers along, around, or over a fixed or restricted route or course for the purpose of giving its passengers amusement, pleasure, thrills, or excitement. Carnival or amusement ride does not include a hobby locomotive operating on narrow gauge tracks less than 24 inches and powered by steam, electricity, gas or other fuel, whether or not it is operated on the owner's property.

Rule R408.803 (j) "Carnival-amusement ride" or "ride" means a device which carries or conveys passengers along, around, or over a fixed or restricted route or course for the purpose of giving its passengers amusement, pleasure, thrills, or excitement. The terms include rides such as, but not limited to, go-karts, rides on inclined surfaces, and slides. Unpowered playground equipment is not included.

The Department provides applicants with information upon which they can base a determination regarding whether the applicant's equipment meets the definition of carnival or amusement ride and thus needs to hold a permit to operate in Michigan.

To assist applicants in making this determination, an approved ride list is available on the website under the heading "Applicant Info" ([www.michigan.gov/amusement](http://www.michigan.gov/amusement)) The list contains ride information if ever approved in Michigan. It is incumbent on the applicant to make the determination regarding applicability of the equipment as relates to the statute, rules and intended use in Michigan. In order for the Department to make that determination, an application, fee and insurance certificate are required.

Photos, brochures or other ride documentation may accompany the application for clarification concerning the basis for which the applicant has made a determination that the ride requires a permit.

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### If the ride/device you are applying for has been approved for operation in Michigan, submit the following:

- 1. Application for Permit to Operate (BCS/LCR-100 or BCS/LCR-101) and fees
- 2. At least one Application for Special Inspector Commission (BCS/LCR-150) and fee
- 3. Itinerary (BCS/LCR-110) -- **Only if mobile operation**
- 4. Certificate of Insurance or Bond (with the Department listed as the certificate holder) as follows:  
State of Michigan  
Department of Licensing and Regulatory Affairs  
Carnival-Amusement Safety  
P.O. Box 30018, Lansing, MI 48909

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### If the ride/device you are applying for has never been approved for operation in Michigan, or has been or is being altered, submit the items listed above AND the following: (All "new" rides must be inspected prior to operation.)

- 5. Maintenance, operation and erection manuals
- \*  6. Certified plans and analyses will be required at the discretion of the Department. Generally these include: An analysis of the forces and loads on the ride and riders, ride overall and assembly drawings and analyses of the stresses in the critical components of the ride and specification of their materials and factors of safety. Signaling/control systems are also included and ASTM F24 ride standards for design and manufacture are followed. Engineering certifications must be made by an engineer licensed by a state in the U.S.
- \*  7. Site plans and foundations may be relevant submissions for rides in fixed locations.

**\*Must be certified by a professional engineer licensed or registered in the United States**