

Tent Checklist

Permit application number (*to be filled in by office staff*): _____

The following list of questions includes information that is needed to issue a building permit for your tent(s) and to show compliance with the Ohio Building and Fire Codes. See the **Special Events Policy** for more specific requirements from these codes including tent location, egress, heating, cooking, lighting, generators and other electrical work.

- **Show the location(s) and size(s) of the tent(s) on a Site Plan.** Dimension the tents from the right-of-way and from other tents, buildings and other structures. The building department can print out an overview of the property for your use if needed. The tent must be at least 20 feet from lot lines, buildings and other structures measured from the end of the support ropes and guy wires.
- Will the sides be open on the tent(s)? Yes _____, No _____. If any of the sides will be closed, then **show the closed sides and the locations of the exits on a Floor Plan or Site Plan.** All tent exits must be a minimum of 72 inches in width.
- **Show a floor plan of the tent(s)** including all chairs, tables, furniture, displays and aisles on the layout(s). In general, all tables are to be at least 60" apart.
- Date to set-up tent(s): _____
- Event date(s): _____
- Time of day for the event: Daylight hours only _____, After sundown _____, Both _____. See the **Special Events Policy** for exit sign and emergency light requirements.
- How many people will be in the tent at one time? _____ Square footage _____
- What activity will occur in the tent (i.e. Dining, Games, Crafts, Displays, etc.)? _____
- Show how the tent will be anchored to the ground.
 - Stakes _____, How many? _____;
 - 55 gallon Water Barrels _____, How many? _____;
 - Other type of weights (describe) _____, Weight of each _____, How many? _____.
- Will the tent have lighting or other electric? Yes _____, No _____. If yes, then see the **Special Events Policy** for electrical requirements.
- Will there be a generator? Yes _____, No _____. Generators must be separated from tents and other buildings by a minimum of 20 feet and shall be isolated from contact by the public by fencing or other approved enclosure. **Show the location of the generator(s) on the Site Plan.**
- Will the tent be heated? Yes _____, No _____. Propane tanks with a capacity of 500 gallons or less must be 10 ft. minimum away from the tents. **Show the location of the tanks on the Site Plan.** See the **Special Events Policy** for further heating equipment and venting requirements.
- Cooking is not permitted inside tents to be used by the public. See the **Special Events Policy** for further guidelines.
- How many fire extinguishers will be provided in each tent? _____. See the **Special Events Policy** for additional requirements for fire extinguishers.