

Tent Application Guidelines and Explanation

Tents installed for public use within the jurisdiction of the State or on State owned property require a permit for installation.

Permits are issued through:

Ohio Department of Commerce
Division of Industrial Compliance
Department of Building Code Compliance
6606 Tussing Road
P.O. Box 4009
Reynoldsburg, OH 43068
(614) 644-2622 Fax (614) 644-3505

Items to be submitted (submit three copies, if mailed):

1. "Application For Inspection Not Requiring Sealed Plans".
2. Site layout indicating distances from surrounding buildings or other tents.
3. Plan layout indicating placement of items under the tent; such as tables and chairs, dance floors, podiums, platforms, aisles and displays, retail sales materials, etc. If the tent has sides, show the locations of entrances and exits. Show the number of occupants, if known.
4. Temporary and Permanent electrical installation details, if applicable.
5. Temporary Heating/ Cooling, (Mechanical) installations, if applicable.
6. Staking diagram for wind loads; above 80 mph, sustained / 90 mph, 3 second wind gust - or- an evacuation plan to be in place, in the event winds exceed a limit set forth by the design anchoring loads. An example; the tent is staked to withstand 40 mph sustained winds. Therefore, the tent will be evacuated and taken down if winds exceed 40 mph.
7. Flame resistance certificates meeting requirements of NFPA 701 and ASTM E-84. This can be obtained from Rental Company. Note; The State of Ohio does not accept approval certifications by the California State Fire Marshall.
8. Cooking requires a separate approval. Please, call the State of Ohio Fire Marshall's office @ 614-752-7134.
9. Payment of fees based on fee schedule – Most tent installations as follows:

| | |
|-------------------------|-----------------|
| Structural | \$225.00 |
| Cert of Use & Occupancy | \$65.00 |
| Board of Bldg Standards | <u>\$3.25</u> |
| Total | <u>\$293.25</u> |

Add \$ 225.00 if there is Electrical systems being used.

Add \$ 225.00 if there is Mechanical systems being used.

Please contact us if you have questions regarding this process.

Revised; 03/08/10