

# 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.

- Attach a copy of Flame Spread Certificate to the application for the tent or tents
  
- Show the location(s) and size(s) of the tent(s) on a Site Plan.** Dimension of 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 10 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 \_\_\_\_\_.
  
- How many people will be in the tent at one time? \_\_\_\_\_
  
- 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 per tent? \_\_\_\_\_;
  
- 55-gallon Water Barrels \_\_\_\_\_, How many per tent? \_\_\_\_\_;
  
- Other type of weights (describe) \_\_\_\_\_, Weight of each \_\_\_\_\_, How many per tent? \_\_\_\_\_  
\_\_\_\_\_

## Electrical and miscellaneous requirements:

- Will the tent have lighting or other electric? Yes \_\_\_\_\_, No \_\_\_\_\_.
  
- 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.**
  
- Cooking is not permitted inside tents to be used by the public.
  
- How many fire extinguishers will be provided in each tent? \_\_\_\_\_.