



TENT PERMIT APPLICATION

Office hours Monday – Friday 8:00 AM-4:30 PM

Check List: ___ Three (3) sets of site plans must be submitted with each application

General Information: (All entries must be made by the applicant, and in ink or indelible pencil.)

Location, ownership and detail must be correct, complete and legible. Three (3) sets of site plan must be filed with each application.

This permit does not authorize installation of any electrical or mechanical systems. Separate permits are required.

Set up Address
Number & Street _____

Location on Property (parking lot, etc) _____

Owner _____ Phone _____
Street Address City State Zip

Email: _____

Contractor _____ Phone _____
Street Address City State Zip

Email: _____

Description of Work _____

Name or Type of Event: _____

Sponsor/Owner: _____

Contact Person: _____ Phone Number: _____ Email: _____

Date(s) of Event: _____ Time(s): _____

No. of **Open** Tents: _____ Tent Sizes: _____ No. of Booth(s): _____ No. of Ride(s): _____

No. of **Enclosed** Tents: _____ Tent Sizes: _____

Cooking in Tents: _____ Yes _____ No Using Electricity: _____ Yes _____ No
(If yes, Electrical permit is required)

Tent Set Up Date: _____ Tent Set Up Completion Time: _____

FIRE INSPECTION IS REQUIRED – SEE CHECKLIST

APPROVED BY: _____

DATE: _____

WARNING: The approval of plans procured by misrepresentation of facts or conditions, misstatements in application or through mistakes or improper action by any officer or employee of this department does not legalize any illegal construction or agreement.

IN CONSIDERATION OF THE GRANTING OF THIS PERMIT, I, or we, agree to save the City of Springboro, harmless from any and all damages. I, or we, do hereby covenant and agree to construct said work in all respects in compliance with the provisions of the Statutes of the State of Ohio and the Ordinances of the City of Springboro, and that all statements as made are correct and true, and that all orders of the Building Inspection Department will be complied with.

Signature of Owner and Date

Signature of Contractor or Authorized Agent and Date

Revised 12/11

City of Springboro
320 W. Central Avenue
Springboro, Ohio 45066
937-748-9791 Phone
937-748-6860 Fax
www.ci.springboro.oh.us

Checklist for installation of temporary **TENTS, CANOPIES, AIR-SUPPORTED, AIR-INFLATED OR TENSION MEMBRANE STRUCTURES:**

Special event documents shall include at minimum, but not limited to, all the following:

1. Duration of special event. (structures having an area in excess of 200 sq. ft., an event less than 180 days will require a plan review and permit issuance. Please allow at least 5 working days for plan review.)
2. Detailed site plan required, showing location of tent(s), property lines, existing structures, aisles and driveways.
3. Structure required to be located at minimum 20' away from combustible material or vegetation that can create a fire hazard, property line, other tents or parked vehicles. **Exception (1), (IFC 2403.8.2):** Separation distance is not required when tents are not used for cooking and aggregated floor area does not exceed 15,000 square feet. ***Structures in excess of 15,000 square feet will have a 50' separation distance.**
4. Flame retardant material or flame resistant treatment required. Provide evidence of certification.
5. Maximum travel distance to an exit shall not be greater than (100') feet.
6. A minimum of one 2A20BC portable fire extinguisher required every (75') feet of travel.
7. "NO SMOKING" signage required.
8. **Cooking tents** required to have a minimum class K or 30BC fire extinguisher(s). Cooking tents shall not be located within (20') feet of other tents.
9. **Indoor or Outdoor cooking equipment** that produces sparks or grease-laden vapors shall not be within (20') feet of tents or (10') feet from exits or combustible materials.
10. Compliance with applicable sections of the 2003 International Fire Code, Chapter 24, 2005 Ohio Building Code, 107, 3102.1 and 3103.1.
11. Tent must be capable of withstanding wind load at 90 Mph per OBC Section 1605.

If you have any questions, please call Springboro Building Department at 937-748-9791 or Clearcreek Fire Department at 937-748-2766.

**CITY OF SPRINGBORO
BUILDING INSPECTION DEPARTMENT**

(SEPARATE ELECTRICAL PERMIT REQUIRED)

ELECTRICAL CHECKLIST

(Not all-inclusive)

All electrical work to meet 2008 NEC

TENTS

1. Non-metallic sheathed cable shall be permitted for branch circuit wiring where not exposed to physical damage. If subject to physical damage it shall be provided with mechanical protection.
2. Open splices will be acceptable if not readily accessible.
3. All lamps for general illumination shall be protected or guarded.
4. Receptacles and luminaries shall not be installed on the same circuit.
5. Exit and emergency lighting shall be installed on the same circuit as the area lighting.
6. All 125-volt, single phase, 15 and 20 ampere non-locking-type receptacles and all equipment that is readily accessible to the general public and supplied from a 125-volt, single phase, 15 or 20 ampere branch circuit shall be GFCI protected.
7. Egress lighting shall not be protected by a GFCI.
8. Extension cards shall be a minimum of #14 gage and shall be capable of supplying required amperage to the branch circuit per 2008 NEC.