



## TENT PERMIT APPLICATION AND CHECKLIST

For all tents used for cooking and other tents over 400 square feet

**Please Complete The Following:**

Tent Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Tent Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Electrician: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Hours of the Event: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

**Description of Tent:**

**Dimensions:** Width: \_\_\_\_\_ X Length \_\_\_\_\_ = \_\_\_\_\_ Square Footage of Tent

**Describe how tent will be used:** \_\_\_\_\_

*Retail Sales Event Special Events Display Vendor Display Area Food Preparation or Sales (Without any Cooking)  
Food Preparation or Sales (With Cooking) Meetings, Weddings, Vehicle Display or Other Gatherings.*

**Duration of Permit:**

*Use period. Temporary tents, air-supported, air-inflated or tensioned membrane structures shall not be erected for a period of more than 180 days within a 12-month period on a single premises. **OFC 2403.5***

**I certify to the best of my knowledge that all information provided herein is true and correct and all work performed under this permit shall conform to the plans and specifications herewith submitted and to the Ohio Fire Code.**

**Signature of Applicant:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**Date Filed:** \_\_\_\_\_ **Time Filed:** \_\_\_\_\_ **Complete:** \_\_\_\_\_ **Incomplete:** \_\_\_\_\_ **Returned:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Rejected:** \_\_\_\_\_ **Approved:** \_\_\_\_\_

**Permit Fee \$50 Collected By:** \_\_\_\_\_ **Cash:** \_\_\_\_\_ **Check:** \_\_\_\_\_ **Check#** \_\_\_\_\_ **Waived:** \_\_\_\_\_

**Comments:** \_\_\_\_\_



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**Please submit the following information, if applicable, with your tent permit application:**

### Site Plan

**Construction documents.** A detailed site and floor plan for tents or membrane structures with an occupant load of **50 or more** shall be provided with each application for approval. The tent or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. **OFC 2403.6**

**Approval required.** Tents and membrane structures having an area in excess of 400 square feet (37 m<sup>2</sup>) shall not be erected, operated or maintained for a purpose without first obtaining a permit and approval from the fire code official. **OFC 2403.2** If your installation meets all of the exceptions a tent permit **MAY NOT** be required.

#### *Exceptions:*

*1. Tents used exclusively for recreational camping purposes.*

*2. Tents open on all sides which comply with **all** of the following:*

*2.1 Individual tents having a maximum size of 700 square feet (65 m<sup>2</sup>).*

*2.2 The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m<sup>2</sup>) total.*

*2.3 A minimum clearance of 12 feet (3658 mm) to all structures and other tents.*

**Access, location and parking.** Access, location and parking plan for temporary tents and membrane structures shall be in accordance with this paragraph. **OFC 2403.8**

**Access.** Fire apparatus access roads shall be provided in accordance with paragraph (C)(503) of rule 1301:7-7-05 of the Administrative Code or Rule 5 of the Ohio Fire Code. **OFC 2403.8.1**

**Location.** Tents or membrane structures shall not be located within 20 feet (6096 mm) of lot lines, buildings, other tents or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent. **OFC 2403.8.2**

**Seating arrangements.** Seating in tents or membrane structures shall be in accordance with rule 1301:7-7-10 of the Administrative Code or Rule 10 of the Ohio Fire Code. **OFC 2403.11**

**Means of egress.** Means of egress for temporary tents and membrane structures shall be in accordance with paragraphs (C)(12)(a)(2403.12.1) to (C)(12)(h)(2403.12.8) of this rule. **OFC 2403.12**

**Distribution.** Exits shall be spaced at approximately equal intervals around the perimeter of the tent or membrane structure, and shall be located such that all points are 100 feet (30 480 mm) or less from an exit. **OFC 2403.12.1**

**Number.** Tents or membrane structures or a usable portion thereof shall have at least one exit and not less than the number of exits required by Table 2403.12.2 of this rule. The total width of means of egress shall not be less than the total occupant load served by a means of egress multiplied by 0.2 inches (5 mm) per person. **OFC 2403.12.2**



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Table 2403.12.2

Occupant load	Minimum number of means of egress	Minimum width of each means of egress (inches)	
		Tent	Membrane structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 <sup>a</sup>	7	120	96

**Aisle.** The width of aisles without fixed seating shall be in accordance with the following:

1. In areas serving employees only, the minimum aisle width shall be 24 inches (610 mm) but not less than the width required by the number of employees served, 0.2 inches per person.
  2. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44 inches (1118 mm) shall be provided from seating areas, and aisles shall be progressively increased in width to provide, at all points, not less than 1 foot (305 mm) of aisle width for each 50 persons served by such aisle at that point, 0.2 inches per person.
- OFC 2403.12.5**

## Flame-Resistant Treatment

**Certification.** An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric: **OFC 2403.4**

- (a) Names and address of the owners of the tent or air-supported structure.
- (b) Date the fabric was last treated with flame-retardant solution.
- (c) Trade name or kind of chemical used in treatment.
- (d) Name of person or firm treating the material.
- (e) Name of testing agency and test standard by which the fabric was tested.

## Tent Anchoring

**Anchorage required.** Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official upon request. **OFC 2403.9**



# TENT PERMIT APPLICATION AND CHECKLIST

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## Exit Signs

**Exit signs.** Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress *when the exit serves an occupant load of 50 or more.* **OFC 2403.12.6**

**Exit sign illumination.** Exit signs shall be either listed and labeled in accordance with UL 924 as listed in rule 1301:7-7-47 of the Administrative Code as the internally illuminated type and used in accordance with the listing or shall be externally illuminated by luminaires supplied in the following manner: **OFC 2403.12.6.1**

*(a) Two separate circuits, one of which shall separate from all other circuits, for occupant loads of 300 or less; or*

*(b) Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with NFPA 70 as listed in rule 1301:7-7-47 of the Administrative Code. The emergency system provided shall have a minimum duration of 90 minutes when operated at full design demand.*

## Exit Path Illumination

**Means of egress illumination.** Means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle (11 lux) at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power. **OFC 2403.12.7**

**Maintenance of means of egress.** The required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires, guy ropes and other support members shall not cross a means of egress at a height of less than 8 feet (2438 mm). The surface of means of egress shall be maintained in an approved manner. **OFC 2403.12.8**

## Combustible materials

**Combustible materials.** Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for public performance or exhibit shall not be prohibited provided the sawdust and shaving are kept damp. Combustible materials shall not be permitted under stands or seats at any time. **OFC 2404.5**

**Combustible waste material.** The floor surface inside tents or membrane structures and the grounds outside and within a 30-foot (9144 mm) perimeter shall be kept free of combustible waste and other combustible materials that could create a fire hazard. Such waste shall be stored in approved containers and removed from the premises at least once a day during the period the structure is occupied by the public. **OFC 2404.22**

## Smoking

**Smoking.** Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted in accordance with paragraph (J)(310) of rule 1301:7-7-03 of the Administrative Code. **OFC 2404.6**

## Open or exposed flame

**Open or exposed flame.** Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent or membrane structures while open to the public unless approved by the fire code official. **OFC 2404.7**



## TENT PERMIT APPLICATION AND CHECKLIST

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**Location.** Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials. **OFC 2404.15.3**

### Cooking Tents

**Cooking tents.** Tents, with sidewalls or drops, where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet (6096 mm). **OFC 2404.15.5**

**Outdoor cooking.** Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) from a tent or membrane structure. **OFC 2404.15.6**

### LP-Gas Containers

**LP-gas.** The storage, handling and use of LP-gas and LP-gas equipment shall be in accordance with paragraphs (D)(16)(a)(2406.16.1) to (D)(16)(c)(2404.16.3) of this rule, and Rule 24 of the Ohio Fire Code. **OFC 2404.16**

**Location of containers.** LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure. **OFC 2404.16.2**

**Containers 500 gallons or less.** Portable LP-gas containers with a capacity of 500 gallons (1893 L) or less shall have a minimum separation between the container and structure not less than 10 feet (3048 mm). **OFC 2404.16.2.1**

**Protection and security.** Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement. **OFC 2404.16.2.3**

**Flammable and combustible liquid storage.** Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet (15 240 mm) from tents or membrane structures. Storage shall be in accordance with rule 1301:7-7-34 of the Administrative Code, or Rule 24 of the Ohio Fire Code. **OFC 2404.17.2**

**Use.** Flammable-liquid-fueled equipment shall not be used in tents or membrane structures. **OFC 2404.17.1**

### Display of Motor Vehicles

**Display of motor vehicles.** Liquid- and gas-fueled vehicles and equipment used for display within tents or membrane structures shall be in accordance with paragraphs (D)(18)(a)(2404.18.1) to (D)(18)(e)(iii)(2404.18.5.3) of this rule, or Rule 24 of The Ohio Fire Code. **OFC 2404.18**

**Batteries.** Batteries shall be disconnected in an appropriate manner. **OFC 2404.18.1**

**Fuel.** Vehicles or equipment shall not be fueled or defueled within the tent or membrane structure. **OFC 2404.18.2**

**Quantity limit.** Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or 5 gallons (19 L), whichever is less. **OFC 2404.18.2.1**

**Closure.** Fuel tank openings shall be locked and sealed to prevent the escape of vapors. **OFC 2404.18.2.3**



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### Generators

**Separation of generators.** Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other approved means. **OFC 2404.19**

### Portable Fire Extinguishers

**Portable fire extinguishers.** Portable fire extinguishers shall be provided as required by paragraph (F)(906) of rule 1301:7-7-09 of the Administrative Code, or Rule 9 of the Ohio Fire Code. **OFC 2404.12**

### Standby Personnel

**Standby personnel.** When, in the opinion of the fire code official, it is essential for public safety in a tent or membrane structure used as a place of assembly or any other use where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall employ one or more qualified persons, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted. **OFC 2404.20**

**Duties.** Before each performance or the start of such activity, standby personnel shall keep diligent watch for fires during the time such place is open to the public or such activity is being conducted and take prompt measures for extinguishment of fires that occur and assist in the evacuation of the public from the structure. **OFC 2404.20.1**

**Crowd managers.** There shall be trained crowd managers/supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as approved. **OFC 2404.20.2**

When application is complete, (all 7 pages) deliver in person to Miami Valley Fire District with application fee to the below address:

When the installation of the tent is complete, please contact the Miami Valley Fire District Headquarters to schedule an inspection at:



Miami Valley Fire District  
2710 Lyons Road  
Miamisburg, Ohio 45342  
937.560.2152  
[www.miamivalleyfiredistrict.org](http://www.miamivalleyfiredistrict.org)  
[emsfire@miamivalleyfiredistrict.org](mailto:emsfire@miamivalleyfiredistrict.org)



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**SITE PLAN DRAWING**

