



MIAMI VALLEY FIRE DISTRICT 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 _____
(Example: Retail Sales Event Special Events Display Vendor Display Area Food Preparation or Sales (Without any Cooking) Food Preparation or Sales (With Cooking) Meetings, Weddings or Other Gatherings)

Duration of Permit:

Use period. Temporary tents, air-supported, air inflated, or tensioned membrane structure 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: _____ **Date:** _____

FOR OFFICE USE ONLY:

Date Filed: _____

Permit Fee \$50.00 Collected by: _____ Cash: _____ Check #: _____

TENT PERMIT CHECKLIST

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 structure 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 3103.6
- Approval required. Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for a purpose without first obtaining a permit and approval from the fire code official. OFC 3103.2 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 the following:
 - a. Individual tents having a maximum site of 700 square feet
 - b. 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 total.
 - c. A minimum clearance of 12 feet 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 3103.8
- Access. Fire apparatus access roads shall be provided in accordance with the paragraph (C)503) of rule 1301:7-08 of the Administrative Code or Rule 5 of the Ohio Fire Code. OFC 3103.8.1
- Location. Tents or membrane structures shall not be located withing 20 feet 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 3103.8.2
- Seating Arrangements. Seating in tents or membrane structures shall be in accordance with the rule 1301:7-7-10 of the Administrative Code or Rule 10 of the Ohio Fire Code. OFC 3103.11
- Means of Egress. Means of egress for temporary tents and membrane structures shall be in accordance with paragraphs (C)(12)(a)(3103.12.1) to (C)(12)(h)(3103.12.8) of this rule. OFC 3103.12
- Distribution. Exits shall be spaced at approximately equal interval around the perimeter of the tent or membrane structure and shall be located such that all points are 100 feet or less from an exit. OFC 3103.12.2
- Number. Tents or membrane structures or a usable portion thereof shall have a least one exit and not less than the number of exits required ty Table 3103.12.2 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 per person. OFC 3103.12.2

TENT PERMIT CHECKLIST

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Table 3103.12.2

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	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 but not less than the width required by the number of employees served, .02 inches per person.
 2. In public areas, smooth-surfaced, unobstructed aisles having a minimum width of not less than 44 inches shall be provided from seating area, and aisles shall be progressively increased in width to provide, at all points, not less than 1 foot of aisle width for each 50-person served by such aisle at that point, 0.2 inches per person.

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 3104.4

- Name and address of the owners of the tent or air-supported structure.
- Date the fabric was last treated with flame-retardant solution.
- Trade name or kind of chemical used in treatment.
- Name of person or firm treating the material.
- 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 3104.9

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 as an occupant load of 50 or more. OFC 3103.12.6

- 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 3103.12.6.1
1. Two separate circuits, one of which shall separate from all other circuits, for occupant loads of 300 or less; or
 2. Two separate sources of power, one of which shall be 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 1301:7-7-80 of the Administrative Code. The emergency system provided shall have a minimum duration of 90 minutes when operated at full design command.

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 3103.12.7
- 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 or less than 8 feet. The surface of means of egress shall be maintained in an approved manner. OFC 3103.12.8

Combustible materials

- Combustible materials. Hay, straw, shavings, or similar combustible materials shall not be located within any tent or membrane 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 shavings are kept damp. Combustible materials shall not be permitted under the stands or seats at any time. OFC 3104.5
- Combustible waste material. The floor surface inside tents or membrane structure and the grounds outside and within a 30-foot 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 3104.22

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 3104.6

Open or exposed flame

- Open or exposed flame. Open flames 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 within 20 feet of the tent or membrane structures while open to the public unless approved by the fire code official. OFC 3104.7
- Location. Cooking and heating equipment shall not be located within 10 feet of exits or combustible material. OFC 3104.15.4

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. OFC 3104.15.5
- Outdoor cooking. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a tent or membrane structure. OFC 3104.15.6

LP-Gas Containers

The storage, handling and use of LP-gas and LP-gas equipment shall be in accordance with paragraphs (D)(16)(a)(3104.16.1) to (D)(16)(c)(3104.16.3) of this rule, and Rule 24 of the Ohio Fire Code. UFC 3104.16

- Location of containers. LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure. OFC 3104.16.2
- Containers 500 gallons or less. Portable LP-gas containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure not less than 10 feet. OFC 3104.16.2.1
- 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 3104.16.2.3
- Flammable and combustible liquid storage. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents or membrane structures. Storage shall be in accordance with rule 1301:7-7-57 of the Administrative Code, or Rule 31 of the Ohio Fire Code. OFC 3104.17.2
- Use. Flammable-liquid-fueled equipment shall not be used in tents or membrane structures. OFC 3104.17.1

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)(3102.18.1) to (D)(18)(e)(iii)(3104.18.5.3) of this rule, or Rule 31 of the Ohio Fire Code. UFC 3104.18
- Batteries. Batteries shall be disconnected in an appropriate manner. OFC 3104.18.1
- Fuel. Vehicles or equipment shall not be fueled or defueled within the tent or membrane structure. OFC 3104.18.2
- Quantity limit. Fuel in the fuel tank shall not exceed one-quarter of the tank capacity or 5 gallons whichever is less. OFC 3104.18.2.1
- Closure. Fuel tank opening shall be locked and sealed to prevent the escape of vapors. OFC 3104.18.2.3

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 and shall be isolated from contact with the public by fencing, enclosure or other approved means. OFC 3104.19

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 3104.12

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 person, or the nature of the performance, exhibition, display, contest or activity, the owner, agent of 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 3104.20

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 3104.20.1

Crowd managers. There shall be trained crowd managers/supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as approved. OFC 3104.20.2

When application is completed (all 7 pages) deliver in person to the Miami Valley Fire District with the application fee to 2710 Lyons Road, Miamisburg, OH 45342.

When the installation of the tent is complete, please contact the Miami Valley Fire District Headquarters, 937-560-2152 to schedule an inspection.

www.miamivalleyfiredistrict.org

emsfire@miamivalleyfiredistrict.org

SITE PLAN DRAWING

