

Application for Tent Permits

❖ Introduction:

- Occasionally we receive applications for erecting temporary or permanent tents at schools or commercial establishments. This policy is generated to give a general guideline for the tent approval procedures and documentation.
- Section 3103 Ohio Building Code provides general guidelines for membrane structures. Chapter 24 of International Fire Code and section 1301:7-7-31 Ohio Fire Code also provides some guidelines for the construction of tents and membrane structures.

❖ Code Requirements and References:

- Tents and membrane structures, **for temporary or permanent use, having an area larger than 200 square feet and canopies (open without sidewalls or drops on 75% or more of the perimeter) larger than 400 square feet will require approvals from the building official. Exceptions are given for the following conditions (i.e. a permit application is not required):**

- ❖ **Tents used exclusively for recreational camping purposes,**

- ❖ **Canopies open on all sides and meeting all the following criteria:**

1. **Individual canopy having a maximum 700 square feet in size,**
2. **The aggregate area of multiple canopies not exceeding 700 square feet in area and placed side by side with a minimum clearance of 12 feet.**
3. **A minimum clearance of 12 feet to all structures and other tents.**

- Height and area limitations of tent structures:

The height and area limitations for tent structures shall be evaluated in accordance with table 504 and section 506 OBC based on the use group and construction type classifications as specified in chapter 3 and section 3102.3 OBC.

- For tents with non-combustible (steel, etc.) frames or poles (2B Construction type) used for assembly purposes (A-2/A-3/A-4 use groups):** a non-sprinklered single tent or a group of tents with aggregate areas of not more than 9,500 square feet can be applied under one application for approval.
- For tents with combustible (wood, etc.) frames or poles (5B Construction type) used for assembly purposes (A-2/A-3/A-4 use groups):** a non-sprinklered single tent or a group of tents with aggregate areas of not more than 6,000 square feet can be applied under one application for approval.
- A single tent or a group of tents under one permit shall be separated from another tent or group of tents, or other existing structures by a minimum distance of 20 feet. Otherwise, the adjacent sides of the tent(s) shall have a minimum one-hour fire resistance rating tested and approved by acceptable standards in OBC.**

- **See section 3102 OBC for other requirements of various types of tent structure.**

❖ Tent Permit approval procedures:

- **How to apply for a tent permit:**

- For permanent tent(s): processed through a regular building plan approval application**

1. Apply in paper format: Complete the application form (**DIC 3016**) and mail in, fax in (614) 644-3145, or e-mail in (BDCCPlans@com.state.oh.us) the application form along with all required supporting documents.

2. Apply online through web portal: <https://icportal.com.ohio.gov/web/ohio/login>. If you have not registered as a member in the web portal, you must complete the registration process first. Once you are registered, you can follow the screen instructions to apply for “**Building Permit**” as application type and upload all required supporting documents (in .PDF format) in the attachment tab.

For temporary tent(s): processed through inspection without sealed plan application.

1. Apply in paper format: Complete the application form (**DIC 3018**) and mail in, fax in (614) 644-3145, or e-mail in (BDCCPlans@com.state.oh.us) the application form along with all required supporting documents.
2. Apply online through web portal: <https://icportal.com.ohio.gov/web/ohio/login>. If you have not registered as a member in the web portal, you must complete the registration process first. Once you are registered, you can follow the screen instructions to apply for “**Building Inspection without Plans**” as application type and upload all required supporting documents (in .PDF format) in the attachment tab.
3. A walk-in plan review appointment can be scheduled for **permanent tent** permits. Check the box “Request for walk-in plan review appointment” on the paper building plan approval application form or apply through the web portal by selecting “walk-in” as application subtype. Additional expedited plan review fee of \$275.00 per scope of work will be charged for all walk-in plan review in addition to the regular permit fees.

▪ **Plan requirements:**

1. Submit **three (3) sets** of construction drawings showing the size of each tent, the location of tents including distances to property lines, adjacent buildings, structures, or other tents, and construction details of the tent structure(s).
2. Plans shall also include electrical design, cooking equipment, and fire suppression system if required and provided for tents intended for interior lighting, cooking and dining activities.
 - a. For tents housing **cooking activities**, submit drawings for type and layout with dimensions of all cooking appliances, type of exhaust hood and/or hood suppression system, etc., if applicable in accordance with code requirements.
 - b. For tents of **assembly** use purpose **with food and/or drink consumption (A-2)**, submit sprinkler system design if the fire area exceeds **5,000 square feet** or occupant load exceeds **100 people** in the tent or in the group of tents. **For temporary tents, a “fire watch plan” approved by the local fire authority may be submitted in lieu of sprinkler system design.**
 - c. For tents of **assembly** use purpose **without food and/or drink consumption (A-3 or A-4)**, submit sprinkler system design if the fire area exceeds **12,000 square feet** or occupant load exceeds **300 people** in the tent or in the group of tents. **For temporary tents, a “fire watch plan” approved by the local fire authority may be submitted in lieu of sprinkler system design.**
3. Submit **certificate(s)** for membrane materials meeting the provisions of section 3102.3.1 OBC or fire propagation performance criteria in **NFPA 701** and the manufacturer’s test protocol.

- Applicant shall be responsible to call for the required inspections when the work is ready.