

TENT PERMIT APPLICATION

GENERAL INFORMATION

- Permit is required for tents, **with sides**, in excess of 400 square ft.
- If Tent is **open on all sides**, and is less than 700 square ft., a permit is **NOT** required
- Please PRINT all information. Incomplete applications will be returned to the applicant.
- Permit Fee: **\$81.50**
- Submit fee/checks to: *City of Maumee, 400 Conant St, Maumee, OH 43537*

APPLICATION DATE: _____

APPLICANT'S NAME: _____

COMPANY NAME: _____

PERMIT MAILING ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE: _____ APPLICANT'S PHONE NUMBER: _____

SITE INFORMATION

DATE TENT(S) ERECT – FROM: _____ TO: _____

NAME or TYPE of EVENT: _____

EVENT ADDRESS: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

SIDES USED ON TENTS: _____ YES _____ NO ****NOTE: IF YES, PLEASE FOLLOW CHECKLIST CAREFULLY**

COOKING in TENTS: _____ YES _____ NO

USING ELECTRICITY: _____ YES _____ NO

SITE / UTILITY DIAGRAM: *Diagram must be legible; submit a separate diagram if necessary.*

**Please include: Size, square footage, and distances from other tents and structures.

- Please read the attached safety checklist
- Please call the Fire Prevention Bureau (419-897-7052) for an inspection when installation is complete and prior to the start of the event.

APPLICANT'S SIGNATURE: _____ DATE: _____

FOR BUILDING DEPT & FIRE PREVENTION OFFICE USE ONLY

TOTAL AMOUNT OF PERMIT FEES PAID: \$ _____ DATE: _____

Application reviewed on: _____ Reviewed by: _____

_____ **APPROVED**
_____ **NOT APPROVED**
_____ **APPROVED w/CONDITIONS**

FPB TENT INSPECTION NUMBER: _____ **DATE:** _____

(see attached inspection form)

COMMENTS:

Copies To: Original – Property file; then applicant

FIRE SAFETY CHECKLIST
for
TEMPORARY TENTS, CANOPIES, and MEMBRANE STRUCTURES

Reference: 2017 Ohio Fire Code, Chapter 31

This checklist is designed to educate and assist you and your organization on the importance of fire safety rules and regulations when using tents, canopies, and membrane structures (known as "structures" herein). If you have any questions regarding any of the following, please contact us at 419-897-7052. Thank you.

1. **Permits:**

- Must be obtained at the Maumee Building Inspection Division, located at 400 Conant St. - or call 419-897-7075.

2. **Labeling:**

- Flame retardant material or flame resistant treatment is required.
- Labels are required to be affixed to structure or submit evidence of certification.

3. **Egress:**

- Maximum travel distance shall not be greater than **100 feet**.
- There shall be a minimum of 2 exits, and more exits shall be required as occupant load exceeds 199.
- Exit widths shall be a minimum of 36" for occupant loads of 199 or less, and wider exits shall be required as occupant loads exceed 199.
- Exit openings shall remain open unless covered by a flame-resistant curtain. Curtain shall be free-sliding on a metal support, shall not obstruct the exit, and shall be of a color that contrasts with the color of the tent.

4. **Exit signs:**

- Required for occupant loads of 50 or more.
- Exit signs shall be clearly marked and installed.
- Exit signs shall be an approved self-luminous type or shall be internally or externally illuminated.

5. **Fire Extinguishers:**

- A minimum 4A:60BC fire extinguisher shall be required every **75 feet** of travel.

6. **Smoking:**

- Smoking shall not be permitted in any structure.
- "NO SMOKING" signs are required to be adequately displayed.

7. **Combustible materials inside:**

- Hay, straw, shavings or similar combustible materials shall not be located within any structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals.
- Combustible materials shall not be under stands or seats at any time.
- Combustible trash shall be removed daily from the structure.

8. **Combustible materials outside:**

- A minimum of 20 feet adjacent to the structure shall be maintained clear of all combustible materials and vegetation that could create a fire hazard.

9. **Interior clearance:**

- There shall be a minimum clearance of 3 feet between the fabric envelope and all contents located inside the structure.

10. **Exterior clearance:**

- Structures shall not be located within 20 feet of lot lines, buildings, other tents, canopies, or membrane structures, parked vehicles, generators or internal combustion engines.

11. **Heating and cooking equipment:**

- Location - Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- Tents where cooking is performed shall be separated from other structures by a minimum of 20 feet.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from any structure.

12. **LP gas:**

- All LP containers shall be located outside tents. Distances shall be as follows:
 - Containers of 500 gallons or less = Minimum 10 feet
 - Containers of 500 gallons or more = Minimum 25 feet
- All LP containers shall have safety release valves pointed away from the structure.

- ☑ All LP containers, piping, valves and fittings shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be in an approved location.
- ☑ All LP containers shall be kept secured at all times.



Rev 12/21/20

Policy for Erecting Tents or Temporary Structures

- A temporary certificate of occupancy for the erection, use and occupancy of tents or temporary structures will be required, pursuant to provisions of Section 3103 of the Ohio Building Code, unless the tent meets one of the following exceptions.
 1. One temporary certificate of occupancy will be issued to include multiple tents or temporary structures erected for a single event, as long as all tents or temporary structures are erected at one time.
 2. Tents “only” erected on residential properties designed for less than four families are exempt from building code regulations.
 3. Tents “only” used for recreational camping are exempt from approval.
 4. Tents or membrane structures of 400 square feet or less are exempt from building code approval
 5. Multiple tents or membrane structures of 400 square foot or less separated from adjacent tents or structures by at least 12 are exempt from building code approval.
 6. Tents “only” 700 square foot or less that are open on all four sides and are more than 12 feet from other tents or membrane structures are exempt from building code approval.
 7. No open flame shall be used within 20 feet of a tent or membrane structure.
- Zoning approval is required first. After the zoning approval a building permit can be issued.
- The Fire Department having jurisdiction may have other requirements related to the Ohio Fire Code.

Electrical and Mechanical installation not exempted in the Ohio Building Code will require additional approval.

Mike Rudey, Chief Building Official

City of Maumee