



Clark County Community and Economic Development

Springview Government Center
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TENT / TEMPORARY STRUCTURES

1. Certificate of Plan Approval:

Required for tents and membrane structures having an area in excess of 400-square-feet. Tents and temporary structures shall not be erected, operated or maintained for any purpose without first receiving plan approval in accordance with the provisions of *Ohio Building Code (OBC)*, Chapter 1 / §3103 / Chapter 24 of the *Ohio Fire Code*.

Exceptions:

1. Tents used exclusively for recreational camping.
2. Tents open on all sides which comply with **all** of the following:
 - a. Individual tents having a maximum size of 700-square-feet.
 - b. The aggregate area of multiple tents placed side-by-side with a minimum clearance of less than 12-feet (support ropes and guy wires shall be considered part of the tent), not exceeding 700-square-feet.
 - c. A minimum clear distance of 12-feet to all structures and other tents (support ropes and guywires shall be considered part of the tent).

2. Submittals:

a. Application:

Submit *Commercial Building Plan Approval Application form*.

b. Fees:

All fees are due before the plans will be issued. (*Clark County accepts cash in the exact amount or check*).

c. Zoning:

submit approved permit or documentation from the local zoning officer. *Not required for application, but required before the permit can be issued.*

d. Site-Plan:

indicate general location of the tent(s) and relationship to property-lines and structures. *Clark County GIS data is acceptable (support ropes and guy wires shall be considered part of the tent).*

e. Other Documentation:

1. Dates of use:
2. Occupied hours:
3. Narrative of the event:
4. Anchorage (attachment): *Design of staking by a Design Professional.*
5. Certificate of fabric flame-resistance:
6. Narrative of any cooking operations.

f. Floor-Plans:

Provide two (2) sets of floor (site) plans that clearly indicate the following:

1. Site plan indicating location, spacing and distances to any structures.
2. Tent Dimensions indicating area.
3. Enclosed or open-sided.
4. Diagram of tables / chair layout indicating occupant-load.
5. Exit (evacuation) plan.
6. Electrical / lighting (separate permit may be required)
7. Portable fire-extinguisher locations.

The Owner shall only use the tent in compliance with the *Certificate of Plan Approval*.
