



CLARK COUNTY OHIO COMMUNITY & ECONOMIC DEVELOPMENT

3130 East Main St., Springfield, OH 45503, Suite 1A | Phone: 937.521.2160 | Email: communitydevelopment@clarkcountyohio.gov

TENT / TEMPORARY STRUCTURES APPLICATION

Permit Fee: \$75.00 + 3% State Fee Due At Submission

Application No: _____

Permit Requirements: See page two

Project Description:

Project Street Address: _____

Project Description: _____

Owner:

Name of Owner: _____

Address: _____

Township / City: _____

Contractor:

Contact Person: _____

Address: _____

Phone No.: _____

E-Mail: _____

Applicant / Person Primarily Responsible:

Contact Person: _____

Address: _____

Phone No.: _____

E-Mail: _____

I hereby certify that I am the Owner of Record or that the proposed work is authorized by the Owner of Record, that I have been authorized by the Owner to make this application as his Agent, and that we agree to conform to all laws of the County and the State and that all information on this application is truthful to the best of my knowledge.

Applicant Signature: _____ Date: _____

Office Use:

Approved By: _____

Date: _____

Date Issue: _____

Processed By: _____

Payment Amount: _____



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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 at time of submission. (*Clark County accepts cash, check, or credit card*).

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*.
