



COMMUNITY RISK REDUCTION BUREAU • FIRE STATION #4
 8210 W. SYLVANIA AVE. • SYLVANIA, OHIO 43560-9646
 PHONE 419-882-7676 • FAX 419-885-1733
 WWW.SYLVANIATOWNSHIP.COM



TENT & OTHER MEMBRANE STRUCTURE PERMIT

Firm/Applicant Name:		
Mailing Address:		
City:	State:	Zip:
Event Title:		
Event Address:		
Set-up Date(s):	Set-up Time(s):	
Event Date(s):	Event Start Time(s):	
No. of Tents:	Tent Size(s)	
Cooking in Tents:	Yes	No
Contact Person:	Phone Number:	
If the tent is on a street or roadway, have police been advised? Yes No Access must be maintained to allow fire apparatus to drive past the tent on any street or roadway.		

Pursuant to Ohio Fire Code, Section 3103 (Temporary Tents and Membrane Structures) 3103.2, a permit is required for tents over 400 sq. ft. with sides or for tents over 700 sq. ft. without sides. A site plan(s), tent flame propagation performance treatment certificate(s) and a \$50.00 payment must be submitted with each permit application.

Checks or money orders should be made payable to **SYLVANIA FIRE-EMS**.
 If paying in person - cash, check or money order is acceptable.

Permit applications may be submitted in person weekdays from 8:00 a.m. to 4:30 p.m. Monday through Friday or mailed to: **Sylvania Fire-EMS, 8210 W Sylvania Ave - Sylvania, OH 43560**

TO BE COMPLETED BY INSPECTOR:

Permit Approved by: _____ Date: _____ print name: _____ title: _____
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APPLICATION CHECKLIST

1. ___ Application Completed with date, location, contact information, application fee.
2. ___ Need a detailed site plan of tent, building proximity.
3. ___ Need certificate of flame retardant.

TENT PERMIT REQUIREMENTS

3102.1 Definitions: Air-inflated Structures, Air-supported Structures, Membrane Structures, Temporary Stage Canopy, Tent.

3103.2 Approval Required: Permit & Approval from the Fire Code Official is Required for membrane structures having an area in excess of 400 square feet to be erected.

EXCEPTIONS: Tents used exclusively for recreational camping purposes

Tents Open on all sides & Comply with the following:

2.1 Individual tents having maximum size of 700 ft.

2.2 The aggregate area of multiple tents placed side by side without a fire break clearance of 12 ft, not exceeding 700 square feet.

2.3 A minimum clearance of 12 feet to all structures & other tents.

3103.3 Place of Assembly: Shall include a circus, carnival, tent show, theater, skating rink, dance hall or other place of assembly under which persons gather.

3103.5 Use Period: Temporary tents, air-supported, air inflated or tensioned membrane structures shall not be erected for a period of more than 180 days within a 12-month period on a single premise.

3103.6 Construction Documents: A detailed site and floor plan for tents or membrane structures with an occupant load of 50 or more shall be provided with each application for approval.

3103.7 Inspections: The entire tent air-supported, air-inflated or tensioned membrane structure system shall be inspected at regular intervals, but not less than two times per use period except for periods of less than 30 days.