



# BUTLER COUNTY, OHIO BOARD OF COMMISSIONERS

## Commissioners

Donald L. Dixon  
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## Tent Permits

## Department of Development

Building and Zoning  
513-887-3204  
Fax: 513-887-5664

**Application requirements:** Complete the checklist before applying for a tent permit.

Function Date \_\_\_\_\_

Function \_\_\_\_\_

Tents under or equal to 400 square feet **do not** require approval. Mark on site Plan N/A.

Tents open on all sides which comply with all of the following **do not** require approval. Mark on site Plan N/A.

- Individual tents having a maximum size of 700 square feet (65 m<sup>2</sup>).
- The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m<sup>2</sup>) total.
- A minimum clearance of 12 feet (3658 mm) to all structures and other tents.

Tents for approval with Maximum Number of Persons

SIZE	NO. OF PERSONS	SIZE	NO. OF PERSONS
1. _____		4. _____	
2. _____		5. _____	
3. _____		6. _____	

Tents with 50 or more persons and side walls on all sides requires a floor plan indicating means of egress, seating arrangement, and location of any heating or electrical equipment.

Site Plan provided as noted on the reverse side.

Fire Lanes for emergency vehicles has been provided. All entryways, booths, tables and trailers are required to be set up to maintain a minimum unobstructed roadway width of 12 feet (18 feet is better. No dead ends permitted.

Provide a certificate of Flammability showing the tent material has been treated with flame retardant material complying with NFPA 701 effective for the time the tent is in use.

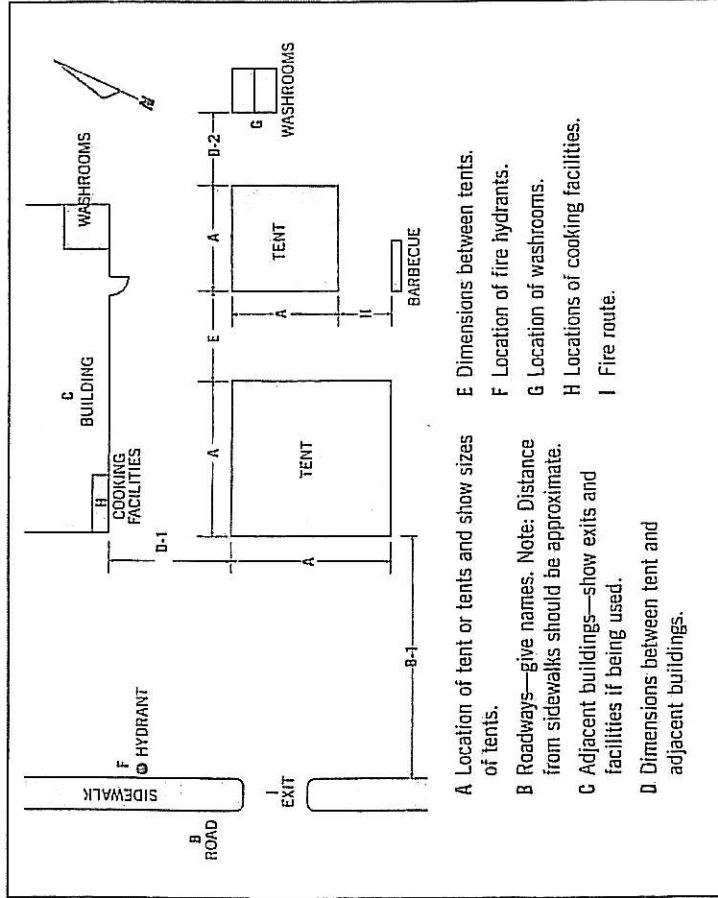
Applied for electrical permit if there is lighting, heating equipment for food warming, electric power for band or DJ.

Circle items expected in tent(s): Platform size \_\_\_\_\_, Dance Floor size \_\_\_\_\_, table and chairs for dining area \_\_\_\_\_, Other (explain)\_\_\_\_\_.

Will there be any LP Gas containers, piping, cooking devices, open flame devices similar to candles, Sterno or other open flame devices. No \_\_\_\_ Yes \_\_\_\_ . Circle which items if yes.

How is restroom facilities provided? \_\_\_\_\_

What arrangements have been made for accessibility requirements? \_\_\_\_\_

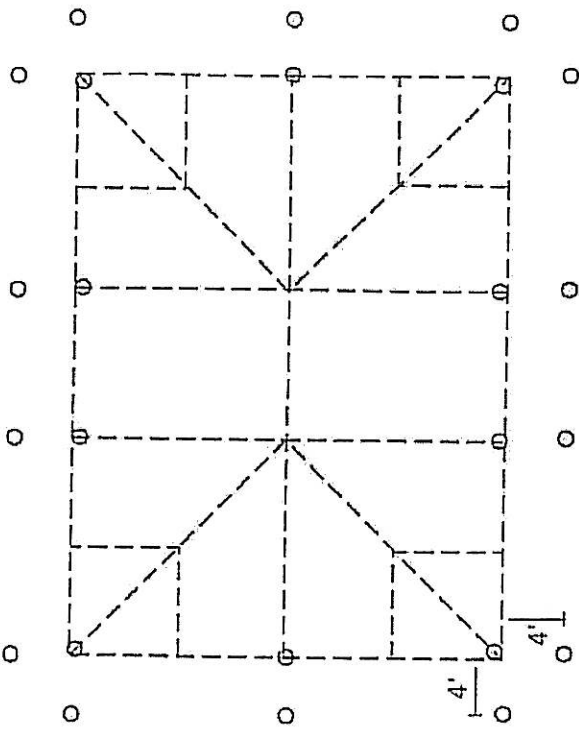


Provide general information ON YOUR SITE PLAN as noted above. Also note if the surface is grass, asphalt, gravel, concrete, wood, etc. Is the surface level and clear or not. Tell on the site plan if there is any utility or some other obstruction underground or overhead. If there is no utility or obstruction after inspecting the site, note that on the site plan. Finally describe the ground as hard, soft, sandy, clay, etc.

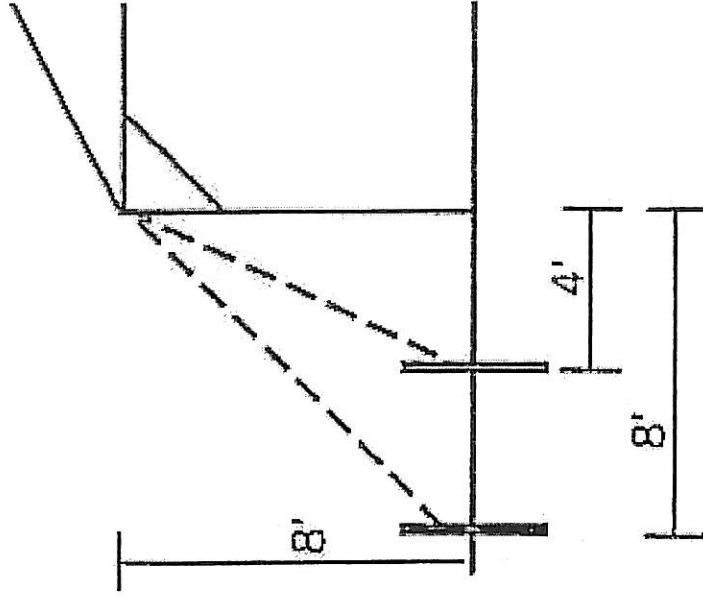
**Job Profile and equipment considerations:** Tell us if the job is straightforward, technically difficult, attached to house, multiple levels. Tell us how the tent will be anchored (stake size and depth, barrells and weight) and what type of guy ropes. Tell us if there are side walls and how they will be anchored. If side walls are provided for all sides, exits will be required per the building code. Tell us if electricity is required and for what. Tell us if there are any other special equipment considerations.

**Special Notes:** A tent is not designed to carry the same wind and snow loads as a building; all parties must be aware of the tent's limitations. Unless noted otherwise, renters must be instructed to evacuate and the owners must remove tents, if necessary, when wind speed approaches 45 MPH.

The manufacturer's instructions must be followed. Those instructions take precedence over any conflicting instructions that may be contained in this handout. In the event of a conflict, follow the manufacturer's instructions and warnings.



Note on the drawing the typical tent upright placement. Stakes should be placed at the corner uprights and at each of the intermediate uprights if applicable.



Stakes should be placed at a distance from the base of the leg no less than one-half the height of the upright and no greater than the height of the upright