



Ohio Department of Commerce

Division of Industrial Compliance
Bureau of Building Code Compliance
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Governor

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Bureau Policy for Tent Permit

❖ Introduction:

- Occasionally we receive applications for erecting temporary or permanent tents at schools or commercial establishments. This policy is generated to give a general guideline for the tent approval procedures and documentation.
- Section 3102 Ohio Building Code provides general guidelines for membrane structures. Chapter 24 of International Fire Code and section 1301 :7-7-24 Ohio Fire Code also provides some guidelines for the construction of tents and membrane structures.

❖ Code Requirements and References:

- Tents and membrane structures, for temporary or permanent use, having an area larger than **200 square feet** and **canopies (open without sidewalls or drops on 75% or more of the perimeter)** larger than **400 square feet** will require approvals from the building official. **Exceptions** are given for the following conditions (**i.e., a permit application is not required**):
 - ❖ Tents used exclusively for **recreational camping** purposes,
 - ❖ Canopies open on all sides and meeting **all** the following criteria:
 1. Individual canopy having a maximum 700 square feet in size,
 2. The aggregate area of multiple canopies not exceeding 700 square feet in area and placed side by side with a minimum clearance of 12 feet.
 3. A minimum clearance of 12 feet to all structures and other tents.
- **Height and area limitations of tent structures:**

The height and area limitations for tent structures shall be evaluated in accordance with table 503 and section 506 OBC based on the use group and construction type classifications as specified in chapter 3 and section 3102.3 OBC.

 - For tents with non-combustible (steel, etc.) frames or poles (2B Construction type) used for **assembly purposes (A-2/A-3/A-4 use groups): a single tent or a group of tents with aggregate areas of not more than 9,500 square feet can be applied under one application for approval.**
 - For tents with combustible (wood, etc.) frames or poles (5B Construction type) used for **assembly purposes (A-2/A-3/A-4 use groups): a single tent or a group of tents with aggregate areas of not more than 6,000 square feet can be applied under one application for approval.**
 - A single tent or a group of tents under one permit shall be separated from another tent or group of tents, or other existing structures by a **minimum distance of 20 feet**. Otherwise, the adjacent sides of the tent(s) shall have a **minimum one-hour fire resistance rating tested and approved by acceptable standards in OBC.**
- See section 3102 OBC for other requirements of various types of tent structure.

❖ **Tent approval procedures:**

▪ **Application form and fees:**

- ❑ **For permanent tent(s): processed through a regular building plan approval application. Complete and submit the form “Ohio application for building plan approval” (DIC3016B-1) and associated fees for each scope of work including electrical and sprinkler if required and provided.**
- ❑ **For temporary tent(s): processed through inspection without sealed plan application. Complete and submit the form “Application for inspection not requiring sealed plans” (DIC3018) and associated fees for each scope of work including electrical and sprinkler if required and provided.**

▪ **Plan requirements:**

1. Submit **three (3) sets** of construction drawings showing the size of each tent, the location of tents including distances to property lines, adjacent buildings, structures, or other tents, and construction details of the tent structure(s).
 2. Plans shall also include electrical design, cooking equipment, and fire suppression system if required and provided for tents intended for interior lighting, cooking and dining activities.
 - a. For tents housing **cooking activities**, submit drawings for type and layout with dimensions of all cooking appliances, type of exhaust hood and/or hood suppression system, etc., if applicable in accordance with code requirements.
 - b. For tents of **assembly use purpose with food and/or drink consumption (A-2)**, submit sprinkler system design if the fire area exceeds **5,000 square feet** or occupant load exceeds **100 people** in the tent or in the group of tents. **For temporary tents, a “fire watch plan” approved by the local fire authority may be submitted in lieu of sprinkler system design.**
 - c. For tents of **assembly use purpose without food and/or drink consumption (A-3 or A-4)**, submit sprinkler system design if the fire area exceeds **12,000 square feet** or occupant load exceeds **300 people** in the tent or in the group of tents. **For temporary tents, a “fire watch plan” approved by the local fire authority may be submitted in lieu of sprinkler system design.**
 3. Submit **certificate(s)** for membrane materials meeting the provisions of section 703.4 OBC or fire propagation performance criteria in **NFPA 701** and the manufacturer’s test protocol.
- A walk-in plan review appointment can be scheduled for tent approvals. Call Ms. Felicia Bolin at the Division of Industrial Compliance at (614) 995-1420 to schedule an appointment.
 - Applicant shall be responsible to call for the required inspections when the work is ready.



OHIO APPLICATION FOR BUILDING PLAN APPROVAL

Submit one application for each building or structure. Please print or type. All sections must be completed.
Refer to the instruction sheet for completing this application. This form is also available at www.com.ohio.gov/

1	SCOPE OF PROJECT <input type="checkbox"/> Building General <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Sprinklers <input type="checkbox"/> Industrialized Unit <input type="checkbox"/> Fire Alarm <input type="checkbox"/> Phased / Foundation <input type="checkbox"/> Phased / Bldg. Shell	2	County: _____ Special Inspection Required per 1704 OBC? <input type="checkbox"/> Yes <input type="checkbox"/> No
		3	Is this project located in an incorporated city or village? <input type="checkbox"/> Yes <input type="checkbox"/> No
		4	Is this project located within your local flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No
		5	Enter number of sheets in one set of your drawings _____
		6	Type of project <input type="checkbox"/> New Building Construction <input type="checkbox"/> Alteration <input type="checkbox"/> Addition <input type="checkbox"/> Change of Occupancy
		7	Previous or related Certificate of Plan Approval (CPA) Number(s) _____
8	Description of the project: _____		Name of the building: _____
	Exact address of project _____		
	City _____		Zip _____
	Directions _____		
9	Owner of project _____		Attention _____
	Address _____		City _____ State _____ Zip _____
	Phone () _____	FAX () _____	E-Mail: _____
10	Name of submitter _____		
	Address _____		City _____ State _____ Zip _____
	Phone () _____	FAX () _____	E-Mail: _____
11	Plans prepared by <input type="checkbox"/> Architect <input type="checkbox"/> Engineer <input type="checkbox"/> Certified sprinkler/Alarm designer (check one)		
	Name _____ Ohio Registration Number _____		
	Address _____		City _____ State _____ Zip _____
	Phone () _____	FAX () _____	E-Mail: _____
12	Type of construction _____	22	If plans are submitted as the result of an Adjudication Order, enter order number here: _____
13	Current use group _____	23	I hereby certify that I am the (select one) <input type="checkbox"/> Owner <input type="checkbox"/> Agent for the Owner and all information contained in this application is true, accurate and complete to the best of my knowledge. All official correspondence in connection with this application should be sent to my attention at the address shown above.
14	Proposed use group(s) _____		_____
15	Cost of work covered by this application	\$ _____	_____
16	Total square footage (round to next 100 sq ft)	Bldg _____	Elect _____ Mech _____ I.U. _____
17	Total lineal footage _____		_____
18	Sprinkler square footage _____		_____
19	Number of alarm devices _____		_____
20	Total fees due: (from Building permit fee worksheet DIC3016B-2)	\$ _____	_____
21	Fees paid by <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit card <input type="checkbox"/> ISTV		
		Signature _____	Date _____
		Print or type name of submitter _____	
		24 THE AREA BELOW IS FOR OFFICIAL USE ONLY Date recd: _____ CPA # _____ Check #: _____ Verification #: _____ Processed by: _____ <input type="checkbox"/> Mail-in <input type="checkbox"/> Walk-in	

**DIRECTIONS FOR COMPLETING
OHIO APPLICATION FOR BUILDING PLAN APPROVAL**

In accordance with Ohio Administrative Code (OAC) Chapter 4101:1-1-06, pursuant to Ohio Revised Code (ORC) Section 3791.04, before beginning the construction, erection or manufacture of any building for which construction documents are required, including all industrialized units, the owner shall submit three (3) copies of construction drawings to this division for approval. Two (2) additional sets of plans are required when we have jurisdiction for the Plumbing and/or medical gas. The construction documents shall be accompanied with the application form and attached worksheets. The construction documents shall be prepared by a registered design professional pursuant to OAC 4101:1-1-06.3.4. An examination and inspection fee will be assessed at the time of submittal as outlined in OAC 4101:1-1-08.2.

Application Directions: Complete page one of the application and attached worksheets as outlined below. All boxes, 1 through 23, must be completed in full or the application will be returned. Send this completed form along with all required documents to "Ohio Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009"

1. Check all boxes that apply to the proposed project. If you wish to apply for phased approval for the project, check the proper box for the phased approval.
2. List the County where the proposed project is located. Also, indicate if special inspections are required for this project in accordance with the provisions in section 1704 OBC. *The project design professional shall evaluate the project regarding the required special inspection work items in accordance with section 1704 OBC. If special inspections are required per section 1704 OBC, obtain the special inspection statement form from the State Bureau of Building Code Compliance and submit the completed form for review immediately.*
3. In order to establish the proper building department jurisdiction, please check yes or no.
4. Please respond in order to comply with federal law regarding proposed construction within a flood plain.
5. Enter the number of sheets included in one set of your drawings.
6. Refer to Ohio Building Code (OBC) Chapter 2 for definitions.
7. List any previous or related Certificate of Plan Approval (CPA) number(s) associated with this submission.
8. List exact title of project or name of business. For inspection purposes provide specific address and location including tenant space, building floor number, suite numbers, crossroads, landmarks or any other directional guidelines.
9. Provide owner name, their address, telephone, and a contact person.
10. Provide submitter name, their address, and telephone. All correspondence will be sent to the submitter.
11. According to the OBC Section 106.3.4, the design professionals must be identified by completing all information including their Ohio registration number.
12. Refer to OBC Chapter 6 for Types of Construction.
13. Provide current use group and occupancy type if submission is for an existing building. Otherwise, show N/A and move on to 14.
14. Transcribe from plans or refer to OBC 302.1 for the new use group and occupancy type.
15. Provide total cost of construction work covered in scope of project shown in box 1.
16. Provide the structural, electrical, mechanical, or Industrialized Units square footages.
17. Provide the lineal footage of fence, underground service, or other non-square footage submissions.
18. If sprinkler is checked in box No. 1, list the area that covers the installation of the sprinkler system only.
19. If project includes alarm devices, show the total number of devices included in the project.
20. Total fees due calculated from corresponding fee worksheets.
21. Please check the method of payment.
22. In order to rescind a standing adjudication order and to stop further legal proceedings, list the number found on the order.
23. Application cannot be processed without the name of the owner or agent for the owner.
24. For DIC office use only.

Once the plans have been examined and approved, a Certificate of Plan Approval will be issued to the owner along with two sets of construction documents. One of the sets of construction documents must remain at the job site at all times during construction pursuant to OAC 4101:1-1-06.3.1. Inspections can be obtained from the Division of Construction Compliance by calling the dispatch center at least one day prior to the inspection. The dispatch phone number is (800) 822-3208. Once all inspections have been obtained a final Certificate of Occupancy will be issued pursuant to OAC 4101:1-1-10.1.

**INSTRUCTIONS FOR COMPLETING
APPLICATION FOR INSPECTION NOT REQUIRING SEALED PLANS (DIC #3018)**

This application form is for inspections of minor construction only. Submit 3 sets of floor plan and/or electrical one-line diagram showing the proposed scope of work. Plans do not require seals of Ohio registered design professionals per 106.3.4.1 OBC.

Application Directions: All boxes, 1 through 14, must be completed in full or the application will be returned. Please type or print legibly (in blue or black ink). Applications are available on our website: www.com.state.oh.us/dic

Mail completed application form along with payment and plans to "State of Ohio, Department of Commerce, Division of Industrial Compliance, Bureau of Building Code Compliance, 6606 Tussing Road, Reynoldsburg, Ohio 43068-9009."

The items listed below correspond to the numbered boxes on the application. Complete all information boxes except box 15:

1. Check all boxes that apply to the proposed project.
2. List the County where the proposed project is located.
3. In order to establish the proper building department jurisdiction, please check yes or no.
4. Check a proper type of inspection that will be requested under this application. See description above.
5. List exact title of project or name of business. For inspection purposes provide **specific address** and location including tenant space, suite numbers, floor number, crossroads, landmarks or any other directional guidelines.
6. List the owner of project, their address, telephone, and a contact person.
7. List the name of submitter, their address, and telephone. Correspondence will be sent to submitter.
8. Refer to OBC Chapter 6 for Types of Construction for the building.
9. List current Use Group of existing building. Otherwise, enter N/A and move on to box 10.
10. List total cost of work covered according to the Scope of Work checked in box 1.
11. In order to rescind a standing adjudication order and to stop further legal proceedings, list the number found on the order. Otherwise, enter N/A and move to box 12.
12. Show total fees according to the Scope of Work checked in box 1.
13. Please list method of payment and make check payable to: **Treasurer, State of Ohio.**
14. Application cannot be processed without the signature of the owner or agent for the owner.
15. This space is reserved for official use only.

If paying by credit card, fax application to 800-220-7477. DO NOT WRITE CC # ON THE APPLICATION. Include a phone number where you can be reached for the CC info. Once documentation has been reviewed and approved, you will receive notification in the mail regarding the procedure to schedule inspections.

Once all required inspections are conducted and passed, a certificate of use and occupancy will be issued and mailed to the applicant except the application for plumbing inspection only.