



## City of Powell Building Department GENERAL INFORMATION – TEMPORARY TENT

Please visit our web site for applications. [www.cityofpowell.us](http://www.cityofpowell.us)

### TEMPORARY TENT PERMIT REQUIREMENTS

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|--------------------------------------------------------------------------------------------------|-----------------|
| 1. Completed City of Powell Commercial/Industrial Zoning Application                             | <b>1 Copy</b>   |
| 2. Completed City of Powell Commercial Building Permit Application                               | <b>1 Copy</b>   |
| 3. Property Site Plan showing location of tent with dimensions                                   | <b>2 Copies</b> |
| 4. Tent Information to include                                                                   | <b>4 Copies</b> |
| ✓ Size of tent and use of tent (meeting, entertainment, dining etc.)                             |                 |
| ✓ Number of proposed occupants                                                                   |                 |
| ✓ Floor plan showing seating, chairs, tables, stage etc. Include egress paths with widths marked |                 |
| ✓ Locations of exits                                                                             |                 |
| ✓ Flame/Smoke rating certificate of tent materials                                               |                 |
| ✓ Support pole and staking locations                                                             |                 |
| ✓ Method of staking. (OBC requires a 90 mph wind load resistance)                                |                 |

### IF STAKING METHOD CANNOT MEET 90 MPH WIND LOAD RESISTANCE SUBMIT THE FOLLOWING:

- ✓ Actual wind load rating of staking method
- ✓ Evacuation plan (when wind loads approach actual rating)
- ✓ Name of person responsible for implementing the evacuation plan
- ✓ Tent take down plan (when safe and predicted sustained winds will exceed wind load rating)

### IF FOOD IS TO BE SERVED AND 100 OR MORE OCCUPANTS SUBMIT THE FOLLOWING

- ✓ Fire watch to be established while tent is occupied. Name of person responsible for the fire watch
- ✓ Evacuation plan

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|--------------------------------------------------------------------------|-----------------|
| 5. Electrical Information                                                | <b>4 Copies</b> |
| ✓ Specify any electric such as lighting, GFCI receptacles etc            |                 |
| ✓ Specify types of lighting fixtures and how supported                   |                 |
| ✓ Specify source of power (cords should be S0 or S0W type or equivalent) |                 |

Plan reviews will be done in the order they are received with all efforts for prompt review. You will be notified of any corrections/revisions required for further review or that your approved plans and permit are ready to be picked up.

**Permit Fees** - Fees are collected when the permit has been approved and is ready to be picked up

Plan Review	\$ 75.00 plus 0.15 per sq. ft. (Accessory Structure)
Building Miscellaneous Permit	\$ 100.00
Temporary Electric (if applicable)	\$ 75.00
Zoning Fee: Temporary Use	\$ 100.00

3% State of Ohio surcharge will be added to all commercial building permit fees

**Inspections:** All tents need to be inspected prior to the event. Schedule inspections with the Liberty Township Fire Dept. and the City of Powell Building Dept.

### Scheduling:

Liberty Township Fire Department – Call 740-938-2027

City of Powell Building Department - Call 614-802-1200 **no later** than 3:00 p.m. to schedule an inspection for the next business day. There are no “same day” inspections.