

# TENT PERMIT

Completed form must be submitted to Fire Marshall prior to installation of the tent(s)



## FIRE DEPARTMENT

William R. Turner

Chief of Fire

5827 Highland Road · Highland Heights, Ohio · 44143 ·  
(440) 442-7406 - Fax (440)-442-5834

Location of Tent: \_\_\_\_\_ Residential: \_\_\_\_\_ Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Installation Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Size of Tent: \_\_\_\_\_ # of People \_\_\_\_\_ (Detailed plans required if occupant load exceeds 50)

Flammability Certificate per NFPA 701 verified: \_\_\_\_\_

Installation Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### Ohio Fire Code 3103.2 Approval required.

Tents and membrane structures having an area in excess of 400 square feet (37 m<sup>2</sup>) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

- Conditions:**
1. Fire Extinguisher(s) shall be required while the tent is occupied. The number of extinguishers will be determined by the Fire Prevention Bureau.
  2. Compliance with Chapter 31 of the Ohio Fire Code is required at all times.
  3. The Highland Heights Fire Prevention Bureau reserves the right to inspect the tent at any time for compliance with the Ohio Fire Code.
  4. Smoking is **not** permitted in any tent and cooking/open flame is not allowed within 20'
  5. Emergency Exit(s) (illuminated if used after dark) are required based on occupants

Fire Safety Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Y/N \_\_\_\_\_ Special Conditions: \_\_\_\_\_

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**Permit Fee Commercial - \$75.00 – No Fee Residential**

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