



**APPLICATION FOR TEMPORARY TENT PERMIT
PLANNING & DEVELOPMENT DEPARTMENT**

**City of Westerville
64 East Walnut Street
Westerville, OH 43081-2308
(614) 901-6650 Phone (614) 901-6666 Fax**

GENERAL INFORMATION

DATE: _____

PERMIT # _____

**EVENT
LOCATION** _____

TENT INSTALLER _____ Phone# _____

Address, City, State, Zip _____

E-Mail Address _____ Contact Name _____

PROPERTY OWNER _____ Phone No. _____

Address, City, State, Zip _____

E-Mail Address _____ Contact Name _____

EVENT INFORMATION

Date or Dates Of The Event _____

Description Or Nature Of The Event _____

Will Food & Drink Be Served At The Event Yes No

Will Cooking or Outdoor Grilling Take Place At The Event Location Yes No

Anticipated Number Of Attendees @ The Event _____

TENT INFORMATION

Number Of Tents Being Installed _____

Square Footage Of Each Tent _____

Will The Tent(s) Be Open On All Sides Yes No Other _____

Will The Tent Have Auxiliary Power / Electricity Yes No

Will The Tent Be Heated Yes No

Will There Be Open Flame Or Heating Devices Within The Tent To Cook Or Warm Food Yes No
If Yes, Please Provide A Brief Description Of The Devices _____

PLAN / SUBMITTAL REQUIREMENTS

(3) Plot Plans Showing The Location Of The Tent(s) On The Property. The Plot Plan shall provide dimensions between the tent(s) and; property lines, buildings, parking areas, cooking locations, and combustion engines. (if applicable)

(3) Sets Of Engineered Drawings. The tent structure shall be designed and constructed to sustain dead loads; due to tension or inflation; live loads including wind, snow or flood; and seismic loads and in accordance with Chapter 16. Please contact your vendor to have a design professional provide drawings that demonstrate compliance, including support and anchorage details for the tent(s) installation.

(3) Copies Of A Flame Propagation Performance Certificate. The permit holder, owner, or tent installer shall provide; a certificate, report, or have an affixed label on the tent, from an approved testing laboratory certifying the tent membrane is non-combustible and/or meets the fire propagation performance criteria of NFPA 701

(3) Sets Of Tent Floor Plans. The floor plans shall detail seating arrangements, fixture arrangements, aisles dimensions, and location of exits.

In consideration of permission granted I/We agree to construct said work in all respects in conformity with all applicable codes and regulations of the State Of Ohio and the City of Westerville. Please remember that your company is responsible for coordinating and scheduling the required inspections on this permit.

Signature _____ **Date** _____ **Phone No.** _____

Name (printed) _____ **Company** _____