



VILLAGE OF HARVEYSBURG

Jonathan Funk, Mayor – Steven Rivera, Certified Building Official

79 WEST MAIN STREET • HARVEYSBURG, OHIO 45032-9998

Tent Permit Application

Please ensure all sections are completed and the necessary documents are attached before submitting your application.

Applicant Information		Event Information	
Name:		Event Name:	
Address:		Event Location:	
Phone:		Event Date(s):	
Email:		Event Duration:	
Tent Information		Purpose of Tent:	
<u>Tent Type:</u> ☐ Recreational ☐ Event ☐ Membrane ☐ Structure		☐ Structural Information OBC Compliance: [Refer to OBC § 3103.1 and § 102.8]	
		Type of Surface Tent Will Be Erected On:	
		Anchoring Method:	
		Wind Load Resistance (provide details):	
		Snow Load Resistance (if applicable):	
Tent Size (sq. ft.):		☐ Safety Information	
Number of Tents:		☐ Fire Resistance Certification: [IFC § 3104.2]	
Tent Manufacturer:		☐ Means of Egress (number and size of exits): [OBC § 3103.4, Table 1004.1.1, and IFC § 3103.12.2]	
Material of Tent:		☐ Exit Signage and Emergency Lighting Plan [IFC § 3103.12.6]	
Setup Date:		☐ Fire Extinguishers (number and locations): [IFC § 3104.12]	
Removal Date:		☐ Heating or Electrical Equipment (details if any) [IFC § 3104.15]	
☐ Site Plan Attach a site plan showing the location of the tent(s) in relation to other structures.		☐ Operational Safety Plan	
<u>Include the following details:</u> ☐ Distance from other structures or tents: [IFC § 3103.8.2] ☐ Location of exits and emergency paths: [OBC § 3103.3] ☐ Fire lanes and access for emergency vehicles: [IFC § 3103.8.6]		☐ Weather Watch Plan: [OBC § 102.8.1] ☐ Fire Watch Plan: [OBC § 102.8.1] ☐ Crowd Management Plan [IFC § 3103.12.5] ☐ Emergency Evacuation Plan [IFC § 3103.12.2]	
Additional Information			
Occupant Load (based on function): [OBC Table 1004.1.1]			
Type of Activities within Tent:			
Sanitary Facilities (number and type): [OBC § 3103.3, Chapter 29]			
Certification and Signature:			
I hereby certify that I have read and understood the requirements for the temporary tent permit and that the information provided is accurate. I agree to comply with all applicable codes and regulations and to ensure the safety and welfare of all event participants.			
Applicant Signature:		Date:	
Approval (For Office Use Only)			
Permit Number:		<u>Inspections Required:</u> ☐ Site Inspection ☐ Structural Inspection ☐ Fire safety Inspection ☐ Electrical/HVAC inspection	
Approved By:			
Approval Date:			
Comments:			