



MONCLOVA TOWNSHIP FIRE/RESCUE

FIRE PREVENTION BUREAU

4395 Albon Road Monclova, Ohio 43542

Office: 419-865-9423 Fax: 419-865-8481

www.monclovatwp.org

TENT & MEMBRANE STRUCTURE PERMIT APPLICATION GUIDELINES

DO NOT APPLY FOR THIS PERMIT FOR TENT OR MEMBRANE STRUCTURES ERECTED ON STATE OWNED PROPERTY. PERMIT APPLICATIONS FOR TENTS OR MEMBRANE STRUCTURES ERECTED ON STATE OWNED PROPERTY MUST BE OBTAINED FROM THE STATE FIRE MARSHAL'S OFFICE, CODE ENFORCEMENT BUREAU.

PERMIT SHALL BE OBTAINED THROUGH THE FIRE PREVENTION BUREAU FOR EACH:

- **TENT** – A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents it protects.
- **TEMPORARY STAGE CANOPY** – A temporary ground-supported membrane covered frame structure used to cover stage areas and support equipment in the production of outdoor entertainment events.
- **MEMBRANE STRUCTURE** – An air inflated, air supported cable or frame covered structure as defined by the building code as listed in rule 1301:7-7-80 of the Administrative Code and not otherwise defined as a tent.
- **AIR INFLATED STRUCTURE** – A structure that uses air-inflated membrane beams, arches or other elements to enclose space. Occupants of such a structure do not occupy the pressurized areas used to support the structure.
- **AIR SUPPORTED STRUCTURE** – A structure wherein the shape of the structure is attained by air pressure, and occupants of the structure are within the elevated pressure area.

PERMIT APPLICATIONS MAY BE SUBMITTED ELECTRONICALLY AT fireprevention@monclovatwp.org

Full text of Rule 31 is available for viewing at <https://codes.ohio.gov/ohio-administrative-code/rule-1301:7-7-31>

The application shall be accompanied by two sets of drawings and specifications **no larger than 11 inches by 17 inches** that clearly show compliance with distances and applicable requirements of the Ohio Fire Code or other referenced standards as follows:

- Drawn to scale or dimension showing property lines and public ways.
- Show buildings or structures on the site and indicate the nature of their use.
- Show site layout with location of tents / canopies / membrane structures, including size of each tent, canopy and membrane structure; distance between each tent / canopy / membrane structure; distance from buildings, lot lines, vehicle parking areas and surrounding combustible or flammable materials. Support ropes and guy wires are considered as part of the temporary membrane structure or tent.
- Describe purpose or activities to be held in each tent, canopy and air supported membrane structure.
- Attach affidavit or affirmation with application stating the date of most recent flame retardant application for each tent, canopy or membrane structure to be erected. Shall include:
 - Applicator
 - Serial number of tent, canopy or air membrane structure
- Show arrangement of any seating, tables and stages that will be located within or near the structure.
 - Location of all required portable fire extinguishers. A minimum of one portable fire extinguisher with a 2-A: rating is required to be mounted in a location that is visible to occupants and accessible at all times.
 - Exits. Tents where 50 or more persons will congregate shall have approved, illuminated exit signs installed at each designated exit.
- Permit application shall be filed with Fire Prevention Bureau not less than five (5) business days in advance of the scheduled erection of the tent / canopy / membrane structure.
- A permit shall be obtained prior to erection of tent, canopy or air supported membrane structure.
- Applicant to contact the Fire Prevention Bureau at 419.865.9423 ext 2017, not less than two business days in advance of the event to schedule the inspection of the erected structure(s) to determine compliance with applicable provisions of the Fire Code.

