

# 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 ELECTRINICALLY 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:
  - o Applicator
  - o 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.
  - o 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.
  - o 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.



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Fire Chief Kevin D. Bernhard

### TENT & MEMBRANE STRUCTURES PERMIT APPLICATION

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Permit Application is for: Tent in excess of 400 sf				Membrane Structure				
Applicant Information				Location				
Applicant Name				Facility Name				
Address				Address				
City	State		Code	City		State	Zip Code	
ATTN: (Contact Person)	Phone No.		ail	Phone No.	En	nail	County Lucas	
Contractor's Name				Purpose for Tents / Canopies:				
Address				Will there be any cooking in or near tents?				
City State			Zip Code  Will there be electricity / light:					
Contact Person	Phone No.	Em	ail	Will there be heaters or air conditioning appliances?				
Signature of Applicant:		Date:						
E-Mail Address:								
Number of Tents being erected:				\$0.00 Per Each Tent \$				
Number of Membrane Structures:			\$0.00 Per Membrane Structure				\$	
Date of Mfg.	/ /	Dat	e of Mfg.			Date of Mfg.		
Serial No			ial No.			Serial No. Size X ft		
Size				Size X ft.			X ft	
Last Treatment Date	//	Las	t Treatment Dat	e//		Last Trtmt Date	//	
Indicate dates						•		
Check or Money Order Payable to:  Manufacture Transplain First Property and			structures will be in//			to/_	_/	
Monclova Township Fire Department place.				Erected		Tal	ken Down	
All Fees Are Non-Refundable and Non-Transferable						Total Amount Due	s	
		I	Fire Prevention	Bureau Use Only				
Date Received Plan Review Comp								
acility ID			mit Number	Inspe		ctor:		
Fee Amount	Check No. Fee Received				Receipt	ceipt No.		
After final inspection as	nd approval of ins	stallation	n per plans, si	gn and return to Fire	Prevent	tion Bureau with in	spection report.	
Inspector Signature				ID#		Data		
Inspector Signature				ID#				
Supervisor Signature				ID#		Date		