

City of St. Marys Fire Department

Fire Prevention
222 Indiana Avenue
St. Marys, OH 45885
419-394-2361

TENT/VENDOR PERMIT APPLICATION

Permit # _____

Applicant Information

Name

Address

City/State/Zip

Phone #

Set-Up Date: _____

Removal Date: _____

Size of tents and maximum occupancy:

	<u>Size</u>	<u>Max. Occup.</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____

Event Information

Set-up Address

Occupant

Use of the Tent(s)/Name of Event

Property Owner

City/State/Zip

Tent Installer

	<u>Size</u>	<u>Max. Occup.</u>
4.	_____	_____
5.	_____	_____
6.	_____	_____

Event Information

Will food and 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 at the event: _____

Tent Information

Will the tent(s) be open on all sides? Yes No Other _____

Will the tent(s) have auxiliary power/electricity? Yes No

Will the tent(s) 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.

A fee of \$10.00 per tent is required with application. Attach a copy of the receipt, payable at the City of St. Marys Utility Office.

I certify that the information contained in this form is complete and accurate, and the work will be done as described herein and in accordance with the laws and ordinances of the City of St. Marys.

Applicant's Signature: _____

Date: _____

Inspection Approval: _____

Date: _____

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Ohio Fire Code, Rule 24 Checklist For Installation Of:

TENTS and OTHER MEMBRANE STRUCTURES

Special event documents and structure installation shall include at minimum, but not limited to, all of the following:

1. Structures having an area in excess of 400 sq. ft. require plan review and permit issuance prior to erecting the structure. **Please allow three to ten working days for plan review.**
2. A detailed site and floor plan is required for tents with an occupant load of 50 or more, showing location of tent(s), property lines, existing structures, aisles, exits, seating arrangement and driveways.
3. Tents are required to be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
4. Structures are required to be located, at a minimum, 20 feet away from combustible material or vegetation that create a fire hazard, property lines, other tents, and parked vehicles. **Exception (1), (OFC 2403.8.2):** Separation distance between tents not used for cooking is not required when the aggregated floor area does not exceed 15,000 square feet. **Structures having an area of 15,000 sq. ft. or more shall have a 50' separation distance.**
5. Flame retardant material or flame resistant treatment complying with NFPA 701 is required. A label is required to be affixed to tent or submit evidence of certification with plan review documents.
6. Exits shall be clearly marked and signs installed to indicate the direction of egress when the exit serves an occupant load of 50 or more. Maximum travel distance to an exit shall not be greater than 100' feet. Exit signs shall be an approved self-luminous type or shall be internally or externally illuminated as per OFC 2403.12.
7. A minimum of one 2A20BC portable fire extinguisher is required every 75' feet of travel. Hand held fire extinguishers shall be installed so that its top is not more than 5 feet above the floor. The clearance between the floor and the bottom of installed hand-held extinguishers shall not be less than 4 inches.
8. Smoking shall not be permitted in structures and approved "NO SMOKING" signs are required to be installed.
9. **Cooking tents** are required to have at minimum class K or 30BC fire extinguisher(s). Cooking tents shall not be located within 20 feet of other tents. **BEWARE: Most "EZ-Up Brand Tent Shelters are NOT permitted for cooking.**
10. Liquefied petroleum (LP) gas containers shall be located outside the structure. Safety release valves shall be pointed away from the structure. LP gas containers are required to be protected from tampering by locking or removing the valve handles. All containers must be protected from vehicle impact and kept secured (tied with rope, ratchet straps, or chain) so they will not tip, fall or be knocked over. **Elastic straps are not acceptable.**
11. Compliance with applicable sections of the 2011 Ohio Fire Code, Rule 24.
12. An inspection is required from the City of St. Marys Fire Department after the tent is erected and ready for use. Contact an Inspector at 419-394-2361, 24 hours in advance to schedule the inspection.