

Springfield Township

Division of Fire & EMS

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HOLLAND, OHIO 43528-8602
LUCAS COUNTY

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TENT & MEMBRANE STRUCTURE PERMIT

Permit Application is for:		Tent in excess of 400sqft	Membrane Structure
Applicant Information		Location	
Applicant name:		Facility Name:	
Address:		Address:	
City:	State:	Zip Code:	City: State: Zip Code:
Contact Person:	Phone No.		Phone No.
Email:		Installer Email:	
Installer		Contractor's Name:	
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/lighting?
Contact Person:	Phone No.		Will there be heaters or air conditioning appliances?
Signature of Applicant: _____		Date: _____	
Date of Mfg. _____ Serial No. _____ Site _____ x _____ ft. Last Treatment Date: _____	Date of Mfg. _____ Serial No. _____ Site _____ x _____ ft. Last Treatment Date: _____	Date of Mfg. _____ Serial No. _____ Site _____ x _____ ft. Last Treatment Date: _____	
Indicate dates structures will be in place.	Erected:	Taken Down:	
Number of Tents being erected:		\$0.00 Per Tent _____	
Number of Membrane Structures:		\$0.00 Per Membrane Structures _____	
<ul style="list-style-type: none"> • Check or Money Order Payable to: Springfield Township • All Fees are Non-Refundable and Non-Transferable. 		Total Amount Due \$ _____	
Fire Prevention Bureau Use Only			
Date Received:	Plan Review Completed:	Inspection Date:	
Facility ID:	Permit Number:	Inspector:	
Fee Amount Check No.	Fee Received:	Receipt No.	
After final inspection and approval submittal of ESO Inspection report, sign and return to Fire Prevention Bureau.			
Inspector Signature: _____		Date: _____	
Supervisor Signature: _____		Date: _____	

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 STATE CANOPY-** A temporary ground-supported membrane covered frame structure used to cover state 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 elevated pressure area.

PERMIT APPLICATIONS MAY BE SUBMITTED ELECTRICIALLY AT fireprevention@springfieldfire.com

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 structure, including size of each tent, canopy and membrane structure or tent.
- Describe the purpose or activities to be held in each tent, canopy, and air supported membrane structure.
- Attach affidavit or affirmation with an application stating the date of the most recent flame-retardant application for each tent, canopy, or membrane structure to be erected. Shall include:
 - Applicator
 - Serial number of tent(s), 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 extinguisher. A minimum of one portable fire extinguisher with a 2-A: rating is required to be mounted in a location that is always visible to occupants and accessible.
 - Exit. Tents where 50 or more people will congregate shall have approved, illuminated exit signs installed at each designated exit.
- Permit application shall be filed with the 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 the erection of tent, canopy, or air supported membrane structure.
- Applicant to contact the Fire Prevention Bureau at 419-865-4136 ext. 2, not less than two (2) 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.