



FROM: Columbus Fire Division, Prevention Bureau and Special Inspection's Office.
SUBJECT: Fire Division Inspections-Temporary/Special Event Packet

The purpose of the fire code requirements is to provide minimum standards to ensure the safety of the participants and the public attending events of a temporary nature in the City of Columbus.

To obtain a Temporary or Special Event Permit, event organizers must submit the following **(a) this completed check off sheet (b) completed permit application (c) additionally required supporting documentation (d) a check or money order** for the permit specific amount (Payable to: *Columbus City Treasure/Fire*) to the Special Inspections' Office at least 14 days prior to the event.

The site inspection for the temporary event permit and all individual public assembly, cooking, tent, and miscellaneous permit inspections will occur **prior to the opening of** the event; housekeeping inspections will be conducted for duration of the event. No event operation can begin **until** an inspection has been made and the permit has been issued. *Temporary Event inspections performed during a time that falls outside the normal duty hours of the Fire Prevention Bureau shall be charged a fee.*

The inspection fees for Temporary Events will be \$346.84 per inspector, per day, per 4 hour time frame.

Any inspections over the 4 hours will be charged an additional hourly fee.

Any fees more than 30 days past the due date will be charged a \$25.00 late fee.

Temporary Event Permits:

Check Type:

- Outdoor Public Assembly Event
- Outdoor Public Assembly Event **W/Tent greater than 400 Sq. ft or canopy greater than 700 sq. ft.**
- Indoor Public Assembly Event held at an occupancy that is **not a Place of Assembly**

All of the above listed Temporary Events require notification of the **Department of Building and Zoning Services Customer Service Center at 614.645.6090**. Columbus Fire event approval **is contingent** upon this notification and completion of the Building Department's plans review/permit/inspection process if so required.

Special Event Permits:

Check Type:

- Vehicles Displayed **in Public Assembly Buildings**
- Fireworks
- Pyrotechnics/Flame Effects
- Blasting

Temporary/Special Event Required Steps:

Complete and Initial Prior To Submitting Application:

___ Contact Department Of Building & Zoning Services –**All Temporary Events** ___ Completed Application

___ Contact FPB Special Inspections Office (**See Requirements/Guidelines**) ___ Safety/Site Plans

___ Review Temporary Event Requirements and Guidelines ___ Check or Money Order



CITY OF COLUMBUS
COLUMBUS DIVISION OF FIRE
FIRE PREVENTION BUREAU
 3639 Parsons Avenue
 Columbus, Ohio 43207
 614-645-7641 Ext. 75605
 Fax 614-645-4245



APPLICATION FOR TEMPORARY EVENT PERMIT

(APPLICATION MUST BE SUBMITTED AT LEAST 14 DAYS PRIOR TO EVENT)

EVENT SPONSORS' INFORMATION							
Organization Name:							
Billing Address:							
City:			State:			Zip:	
Office Phone:			Office Fax:				
Federal Tax I.D. #:							
Primary Contact:				Secondary Contact:			
Primary Contact Phone:				Secondary Contact Phone:			
Primary Contact Email:				Secondary Contact Email:			
EVENT INFORMATION							
<i>Under Event Location describe the area by geographical boundaries, street names, the name of the park (with identify location in the park, e.g. Franklin Park, Shelter House area). For events held on private property, use the business name and address</i>							
Event Name:							
Event Location:							
Event Set Up Date:				Event Break-Down			
Event Start Date:				Event Ending Date:			
	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Requested Inspection Time:							
Daily Event Opening Time:							
Daily Event Ending Time:							
<p><i>Plans approved by the fire official are approved with the intent they comply in all respects to this code. Any omissions or errors on the plans do not relieve the applicant of complying with all applicable requirements of this code.</i></p> <p><i>The fire official may revoke a permit or approval issued under the provisions of this code if upon inspection any violation of the code exists, or if any false statement or misrepresentation as to material fact in the application, data or plans on which the permit or approval was based, or if any fees required by this code for inspections or permits have not been paid.</i></p> <p>I hereby acknowledge that I have read this application, that the information provided is correct, and that I am authorized to act on behalf of the organization.</p>							
_____ Authorized Agent's Signature				_____ Date			

FIRE DIVISION TEMPORARY EVENT PERMIT REQUIREMENTS

Check all situations that apply to your event. Include all required additional information in your submission.

<input type="checkbox"/>	<p>2502.054 Indoor Public Assembly Event. The promoter of the event or the owner of the property holding an indoor public assembly event must pay a fire prevention inspection fee of seventy-five dollars (\$75) for 50 – 299 occupants and one hundred fifty dollars (\$150) for 300 and over occupants. This permit is required when the occupancy type is not a Place of Assembly.</p> <p><i>Additional Information required from the event organizer:</i> A detailed Floor Plan showing means of egress, seating capacity and arrangement, location of cooking, heating and electrical equipment, location of fire protection systems and extinguishers.</p>
<input type="checkbox"/>	<p>25202.0552 Vehicles Displayed in Assembly Buildings will be assessed seventy-five dollars (\$75). (Battery must be disconnected, gas cap taped, less than ¼ tank or five (5) gallons of fuel whichever is less and keys must be on site). Please indicate number and type (car, motorcycle etc.) of vehicles. _____ number _____ type</p>
<input type="checkbox"/>	<p>2502.079 Outdoor Public Assembly Event. Event organizers shall pay a one-time inspection fee of seventy-five dollars (\$75) per event. Each person operating a temporary structure or engaging in a hazardous activity at an outdoor public assembly event is required to obtain permits.</p>
<input type="checkbox"/>	<p>2502.079 Outdoor Public Assembly Event With Tent (over 400 sq. ft.) Canopy (over 700 sq. ft.) Not used for cooking. Contact FPB Special Inspections Office for Permit Fees and Guidelines. 614.645.7641 ext. 75605</p>
	<p><i>FOR ALL EVENTS: Additional Information required from the event organizer: A detailed Site Plan showing the boundaries of the event production and assembly areas; number, size, and type (assembly, cooking, sales, etc.) of all temporary structures (including carts, tents, booths, etc.); locations and distances between all temporary and permanent structures; and location of all fire hydrants and fire department connections on permanent structures. <u>Up to two people shall be assigned the duty of Safety Officer, to be in charge of any and all emergencies at the Event Site. (Storms, Fires, Tornadoes, Bomb Scares, etc.)</u></i></p> <p><i>Additional Information required from the event organizer:</i> A Listing of all persons operating at the event including the vendor name and billing address; contact person and contact person’s phone number; the type (assembly, cooking, sales, etc.) of operation: the size in square feet and the type (permanent building, cart, tent, booth, uncovered display, etc.) of structure.</p>
<input type="checkbox"/>	<p>Pyrotechnics/Flame Effects. The permit applicant shall furnish evidence of insurance in an amount of two million dollars (\$2,000,000.00) for the payment of all damages which may be caused either to a person or persons or to a property by reasons of the permitted display, and arising from any acts of the permit holder, his agents, employees or subcontractors. The permit applicant must pay a fire prevention inspection fee of one hundred twenty-five dollars (\$125) to the Bureau of Fire Prevention at the time of permit application.</p> <p>Additional Information Required: A separate pyrotechnics/flame effects permit application is also required.</p>
<input type="checkbox"/>	<p>Fireworks. The permit applicant shall furnish evidence of insurance in an amount of two million dollars (\$2,000,000.00) for the payment of all damages which may be caused either to a person or persons or to property by reason of the permitted display, and arising from any acts of the permit holder, his agents, employees or subcontractors. The permit applicant must pay a fire prevention inspection fee of two hundred dollars (\$200) to the Bureau of Fire Prevention at the time of permit application.</p> <p>Additional Information Required: A separate fireworks permit application is also required.</p>
<input type="checkbox"/>	<p>Blasting. Before approval to do blasting is issued, the applicant shall file a bond or submit a certificate of insurance in such form, amount and coverage as determined by the legal department of the jurisdiction to be adequate in each case to indemnify the jurisdiction against any and all damages arising from permitted blasting. The permit applicant must pay a fire prevention inspection fee of one hundred seventy-five dollars (\$175.00) to the Bureau of Fire Prevention at the time of permit application.</p> <p>Additional Information Required: A proposed site plan as per the Ohio Fire Code.</p>

**FIRE DIVISION PERMIT REQUIREMENTS FOR TENTS, CANOPIES AND MEMBRANE STRUCTURES,
PUBLIC ASSEMBLY OCCUPANCIES, & COOKING AND HEATING OPERATIONS**

General Event Permit Requirements

- A minimum 20 foot wide fire lane must be maintained in the entire event area.
- All fire hydrants, fire department connections, and means of egress from permanent structures in the event area must be kept clear.

TENTS AND OTHER MEMBRANE STRUCTURES *Each tent and membrane structure having an area in excess of 400 sq. ft. and each canopy in excess of 700 sq. ft. or with 300 or more people, shall not be erected, operated or maintained for any purpose without first obtaining a permit and approved plans from the fire code official. **Contact FPB Special Inspections Office: 614.645.7641 ext. 75605***

Additional requirements for each tent, canopy and membrane structure of any size:

- Upon inspection, each membrane structure, tent or canopy shall have a permanently affixed label bearing the identification of size and fabric or material type. The permanently affixed label shall certify that the tents, canopies, and membrane structures and their appurtenances, are composed of flame-resistant material.
- In the absence of a permanently affixed label indicating construction with flame resistant material, all tents, canopies, and membrane structures shall be treated with a flame retardant in an approved manner and meet the requirements for flame resistance as determined in accordance with NFPA 701. The party responsible for the flame retardant treatment shall certify in writing that the treatment was performed in accordance with NFPA 701, and that such flame resistance is effective for the period specified by the permit.
- The fire official reserves the right to perform a field flame test on any tent, canopy, membrane structure, or decoration. Any material that fails the field flame test will be banned from use.

PUBLIC ASSEMBLY *Each temporary structure of any size accommodating 50 or more individuals for religious, recreational, educational, political, social, or amusement purposes, or for the consumption of food and/or drink, and includes all connected rooms or spaces within a common fire area (Includes a circus, carnival, tent show, theater, skating rink, dance hall, liquid-fueled and gas-fueled vehicle and equipment displays, competitions, or demonstrations) shall not be erected, operated or maintained without first obtaining a permit and approval from the fire code official..*

Additional Information required

- A detailed Floor Plan and Site Plan showing means of egress; seating capacity and arrangement; location of cooking, heating and electrical equipment; location of fire protection systems and extinguishers; and the size locations, and protection of all LP gas equipment and storage containers, generators and other internal combustion power sources, and flammable or combustible liquid storage containers. *Liquid-fueled and gas-fueled vehicles and equipment used for displays or for competitions and demonstrations should be noted on the floor plan.*

COOKING *Each temporary structure of any size used for cooking shall not be erected, operated or maintained without first obtaining a permit and approval from the fire code official.*

Additional Information required

- A Listing of all operations involving warming of foods, cooking demonstrations and similar operations that use solid flammables, butane, or other similar devices. Approval is required for each open flame or other devices emitting flame, fire or heat or utilizing any flammable or combustible liquids, gas, charcoal or other cooking device located inside the structure or within 20 feet of a tent, canopy or membrane structure.
- **A Fire Extinguisher not less than 40 BC is required for ALL cooking operations. In addition a K Class Extinguisher for food preparation involving cooking oil shall be on site at all times.**
- **ALL COOKING APPLIANCES INVOLVING COOKING OIL OR OPEN FLAME SHALL BE OUTSIDE OF THE TENT AND UNDER A METAL/CORRUGATED AWNING. NO EXCEPTIONS!!!**
- **All LPG Tanks shall not have an expired re-qualification date and be secured with a chain or metal wire.**



EVENT SAFETY PLAN

Shall be written and include the following information:

- Name and/or description of the event (e.g., Fall Music Festival, Art Fair, Outdoor Concert).
- Event date(s) and time(s) including scheduled activities and times of peak attendance.
- The name and address of the event facility/location/site shown on each page of the plan.
- Complete contact information for event stakeholders which includes the property owner, event sponsor or event coordinator/operator, event safety manager and key event staff. Contact information should include alternates, and **include cell phone numbers and e-mail addresses.**
- Approximate or estimated event set-up completion date/time prior to event operation.
- Identify whether event is Gated, Open to the Public, General Admission Fee, Type of Ticket sales (advance sales, walk up) etc.
- Approximate number of attendees including all event attendants, employees, and staff.
- Is there fixed seating, chairs, tables, standing room only.
- Identify all means of communication available for event attendants, employees, and staff to routinely communicate with each other, summon help, and call 911.
- Procedure for immediately reporting fire events, alarm activations, hazardous materials releases, medical emergencies, and other emergencies.
- Evacuation procedures in the event of an emergency (e.g., fire, weather, bomb threat, etc.).
- List of primary and secondary evacuation routes and evacuation assembly locations.
- Plan to stop all music, performances, and audio-visual effects in the event of emergency.
- Name** of "Event Safety Manager" who will be responsible for **monitoring weather** and for stopping the event if necessary.
- Crowd management plan that clearly identifies all crowd manager positions and duties, including those persons responsible for calling 911 and meeting emergency responders. **Minimum of 1 crowd manager per 250 persons.**
- Attach this completed check off sheet to **Outdoor Event Safety Plan.**





EVENT SITE PLAN

Shall be in the form of a legible diagram and include the following:

- Name and/or description of the event and event date(s) shown on each site plan page.
- Overall site map showing the boundary or perimeter of the event facility/location/site.
- Location and dimensions of all permanent buildings within the event site boundary.
- Location and dimensions of all temporary tents/structures, and the distance from other temporary tents/structures and permanent buildings within the event site boundary.
- Location of all fire hydrants and fire department connections (e.g., standpipe, sprinkler).
- Location and width of vehicle ingress/egress routes and all designated fire lanes.
- Planned location of event entry or ticket purchase lines/queues.
- Location of public accessible vehicle parking areas and event vehicle staging/storage.
- Location of display/vendor booths identified by occupant name and/or identification #.
- Location of all amusement devices, stages, observation decks/towers, and large displays.
- Location of all assembly, gathering, and/or seating areas showing means of egress elements including exit access routes/widths and exit discharge locations leading to the public way. **This includes detailed measurements of fenced (describe fence type..chain-link, bike racks etc..) areas and egress gates (describe type of egress gates).**
- Location and type of Exit signs. **If event gated or fenced.**
- Location of all designated primary and secondary evacuation routes within the event site boundary and all crowd manager stations and location assignments.
- Location of all temporary generators and/or temporary electrical service connections.
- Location of all permanent and/or temporary LPG installation/storage/use areas.
- Attach this completed check off sheet to **Event Site Plan.**



Tent / Membrane Site Plan Guidelines

1. **Overall Site Plan** to scale showing tent/membrane dimensions and location relative to **lot-lines, other tents and/or structures**, roads and **fire department access**. This plan should also **indicate locations of any cooking (type) operations, generators, LPG tanks, heaters (type)**.

2. **Detailed Site Plan** to scale showing:
 - a. **Maximum occupancy (see table 1)**.
 - b. **Exits**: size, number, location and dimensions (**see table 2**).
 - c. **Exit Signs** – illuminated by either an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in an approved manner.
 - d. **Egress lighting** – illuminated in an approved manner.
 - e. **Extinguishers**: size (minimum size 2A:10BC) number (**see table 3**) for number required.
 - f. **Interior view with proposed location of chairs, tables, bars, stages etc.** This should include any object that will reduce usable floor space. Row and aisle width of chairs and tables needed.
 - g. **Safety Manager and Safety Plan including weather monitoring and evacuation**-crowd managers should equal one per every 250 persons present.
 - h. **No-Smoking signs** shall be posted throughout the structure.
 - i. **Safety plan** inclement weather monitoring -evacuation plan.
 - j. **Cooking or heating** locations and type.
 - k. **Propane (LPG)** amount & location (distance from tent/membrane).
 - l. **Flame resistance rating** (all portions of structure, tarps, floor coverings).
 - m. **Portable generators** distance from tent (need additional 40BC rated extinguisher for each generator).

Table 1 – Occupant Load Factors

Use/Occupancy of Temporary Structure	Occupant Load Factor (Floor area in sq. ft. per occupant)
Assembly - Concentrated Use (Chairs only-not fixed)	7
Assembly – Un-concentrated Use (With tables and chairs)	15
Assembly – Standing space only *	5
Retail / Mercantile	30



Tent / Membrane Site Plan Guidelines

Table 2- Minimum Exit Requirements

Capacity	Min. # Exits	Min. width per Exit Tents	Min width per Exit for Membrane Structures
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000*	7*	120	96*

*The total width of all exits shall not be less than the total occupant load multiplied by 0.2 inches per person. Exiting through other nearby tents is an unacceptable configuration.

Table 3 – Minimum Fire Extinguisher Quantities

FROM (square feet)	TO (square feet)	QUANTITY (each)
1	200	1
201	500	2
501	1000	3
1001	3000	4
3001	5000	5
5001	7000	6
7001	9000	7
9001	11000	8

For each additional 2000 square feet or fraction thereof add one additional 2A:10BC extinguisher.

