



## North Bank Park Temporary Structure Permit

111 N Front Street, Columbus, Ohio 43215 • Phone: 614-645-6090 • Fax: 614-645-0082 • [bzs.columbus.gov](http://bzs.columbus.gov)

**APPLICATION MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT**

**ALL FEES ARE NON-REFUNDABLE • Make checks payable to the Columbus City Treasurer**

### SITE INFORMATION:

Certified Address: 311 LONG STREET - PAV

Tax District/Parcel Number: ROW

### EVENT INFORMATION:

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

Start Time/End Time \_\_\_\_\_

Date of Set Up \_\_\_\_\_

Date of Tear Down \_\_\_\_\_

**Type of Tent:** Option A; 30' x 30' (900 sq. ft.)    Option B; 30' x 40' (1,200 sq. ft.)    Option C; Hexagon(1,040 sq. ft.)

**Type of Floor Plan:** Floor Plan 1; Standing Room Only    Floor Plan 2; Half Occupancy    Floor Plan 3; Full Occupancy

Provide a description of any temporary structures (other than tents) that will be installed for this event:

Will a generator be used at this event?    Yes\*    No

Will there be cooking or heating at this event?    Yes    No    If Yes, will there be liquid propane storage?    Yes\*    No

### PROPERTY OWNER OF RECORD:

Name: CITY OF COLUMBUS, C/O STANLEY BULEJSKI

Address: 90 W BROAD ST., COLUMBUS, OH 43215

Telephone Number: 614-645-3337

E-Mail Address: SRBULEJSKI@COLUMBUS.GOV

### PERMIT HOLDER (Must be a BZS registered General Contractor with a Self-Certification Acknowledgement on record)

City of Columbus General Contractor Registration No. \_\_\_\_\_

Company/Contractor Name \_\_\_\_\_

Telephone Number/Ext. \_\_\_\_\_

Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

• **General Contractor will self-certify the installation indicated in the plan approval/permit and submit North Bank Park self-certification checklist to the Department of Building and Zoning Services, [structuralinfo@columbus.gov](mailto:structuralinfo@columbus.gov) prior to occupancy.**

• **A Columbus Fire Department inspection is required.**

• **Two (2) sets of flame retardent certificate and tent manufacture installation instructions are attached to this application.**

Signature of General Contractor \_\_\_\_\_

Print/Type Name \_\_\_\_\_

Date \_\_\_\_\_



## North Bank Park Self-Certification Checklist

111 N Front Street, Columbus, Ohio 43215 • Fax: 614-645-2433 • [structuralinfo@columbus.gov](mailto:structuralinfo@columbus.gov)

**THIS FORM MUST BE SUBMITTED PRIOR TO OCCUPANCY**

**Prior to occupancy**, this form shall be completed and submitted to the Department of Building and Zoning Services Structural Inspection staff, at [structuralinfo@columbus.gov](mailto:structuralinfo@columbus.gov), by a BZS registered General Contractor responsible for the installation of temporary structure(s) at North Bank Park.

- **Electric and Columbus Fire Department inspections are required to be performed separately.**
- **The Department of Building and Zoning Services reserves the right to inspect any temporary structure.**

The following conditions exist as indicated on the approved plans (check all that apply):

- Approved plans and building card will remain on-site during the event
- Correct location(s) of temporary structure(s) are as indicated on site plan
- Fire retardant tags are present on all tents including awnings and side panels
- Hold downs provide the required 10lbs per square foot, or engineered system, as shown on approved plans
- Electrical permit, if required, has been inspected and approved in accordance with approved plans
- Four (4) fire extinguishers are present and placed per approved plans
- Proper aisle widths
- Heating or cooking equipment is installed per approved plans
- Egress to public right-of-way as indicated
- Exit lighting
- Emergency egress lighting
- Stage(s) shall comply with:
  - Correct height
  - Correct size
  - Guard Rails
  - Steps if required    Riser Height    Tread Depth    Hand Rails    Guard Rails

I hereby certify the installation of the tent (and stage if applicable) located at North Bank Park, 311 Long Street - PAV is as indicated in the plan approval/permit documents. I understand that any false statements later disclosed will cause loss of my right to self-certify.

\_\_\_\_\_  
Permit Number

\_\_\_\_\_  
City of Columbus General Contractor  
Registration Number

\_\_\_\_\_  
Signature of General Contractor

\_\_\_\_\_  
Date



This certificate of Zoning Clearance does not relieve the property owner from obtaining necessary permits from all required agencies, nor does it authorize any condition of a public or private deed restriction, covenant, or easement



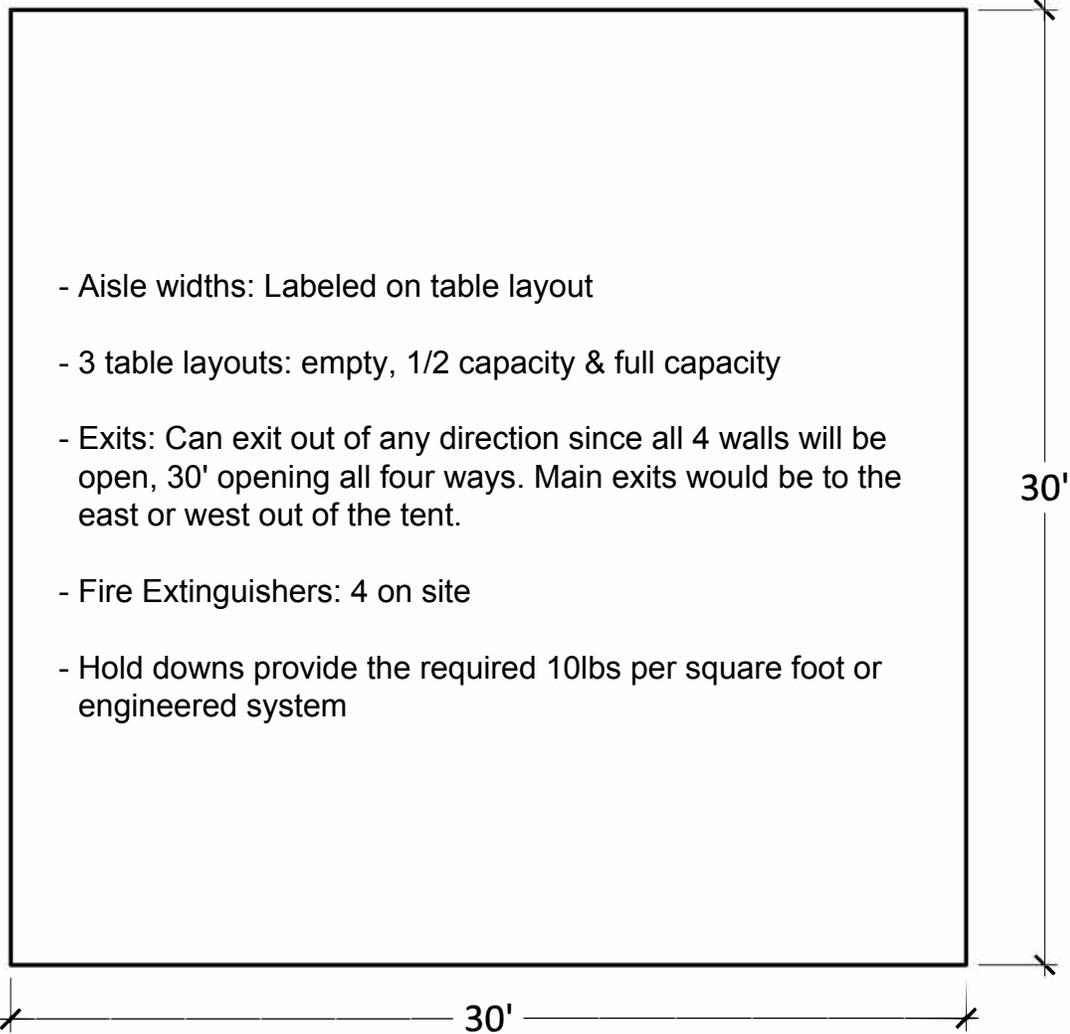
City of Columbus  
 Department of  
 Building & Zoning Services  
 Certificate of  
 Zoning Clearance

Number \_\_\_\_\_

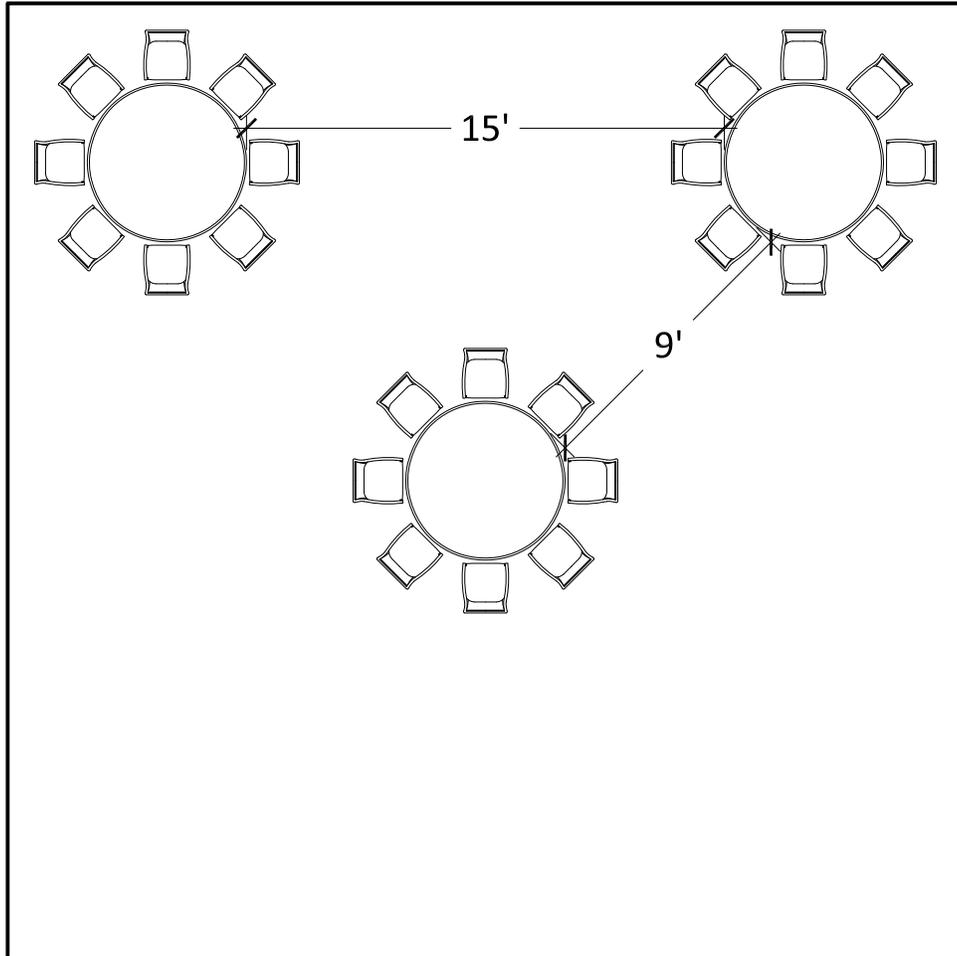
Date Issued 2018  
 By Walter Green  
 Comments North Bank Park  
Private Events  
Self Certification

**30'x30' TENT SITE LAYOUT  
 NORTH BANK PARK**

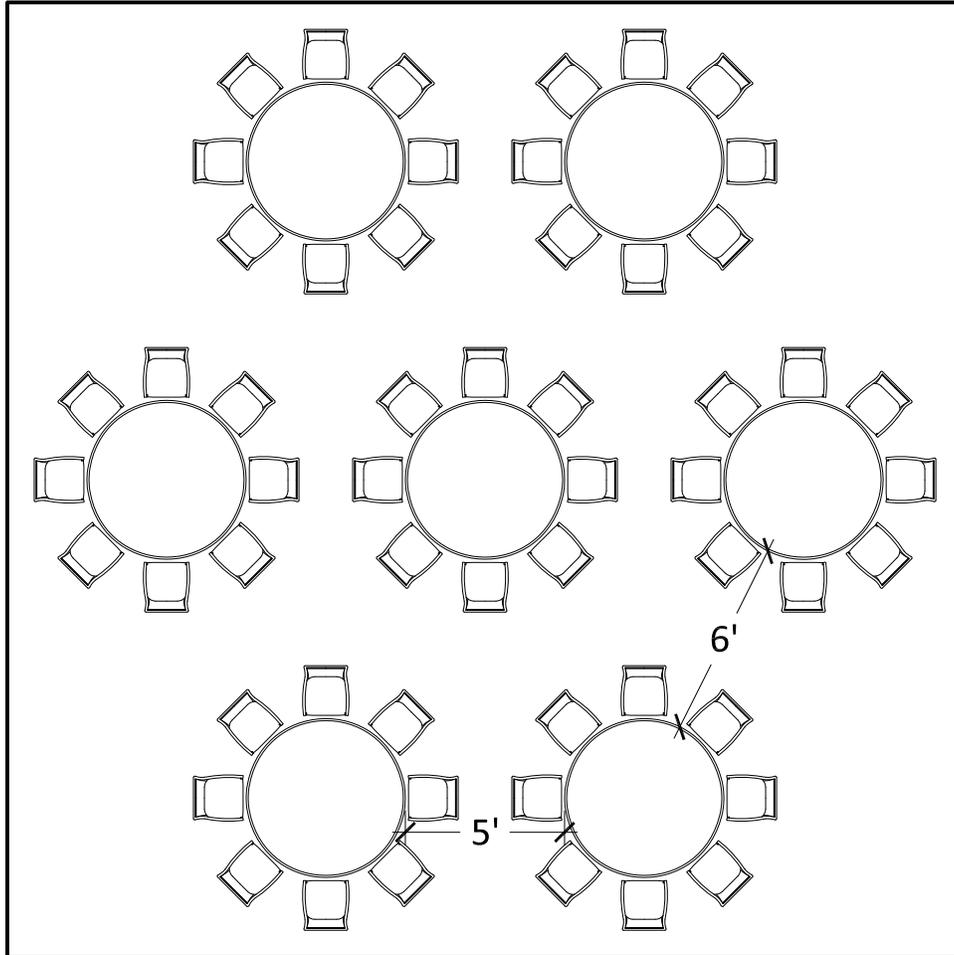
Name/Event: \_\_\_\_\_ Date: \_\_\_\_\_



## 30'x30' TENT DIMENSIONS 900 SF AREA



**30'x30' TENT ~ HALF OCCUPANCY  
(3) 5' TABLES**



**30'x30' TENT ~ FULL OCCUPANCY  
(7) 5' TABLES**



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City of Columbus  
 Department of  
 Building & Zoning Services  
 Certificate of  
 Zoning Clearance

Number \_\_\_\_\_

Date Issued 2018

By Walter Gray

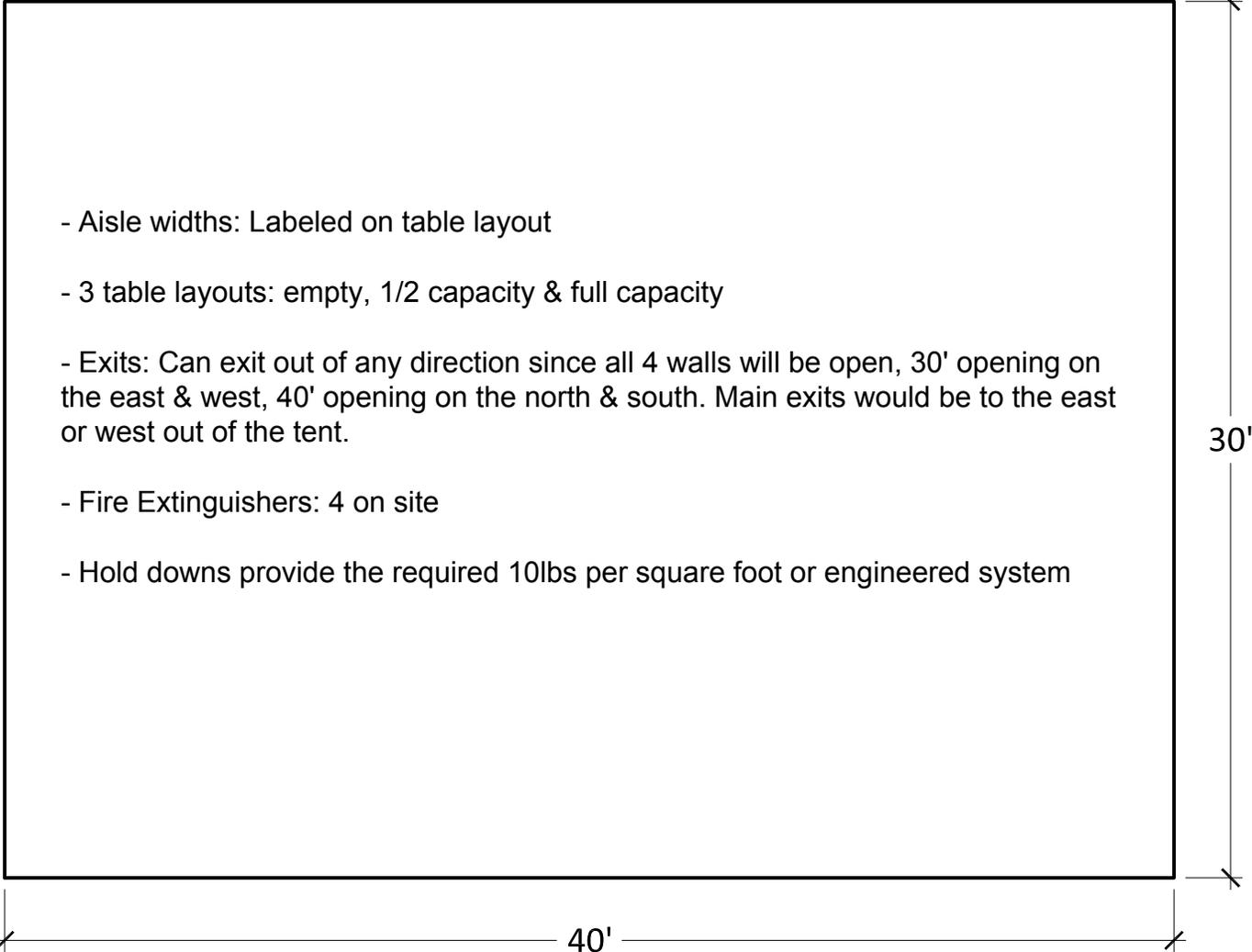
Comments North Bank Park

Private Events

Self Certification

30'x40' TENT SITE LAYOUT  
 NORTH BANK PARK

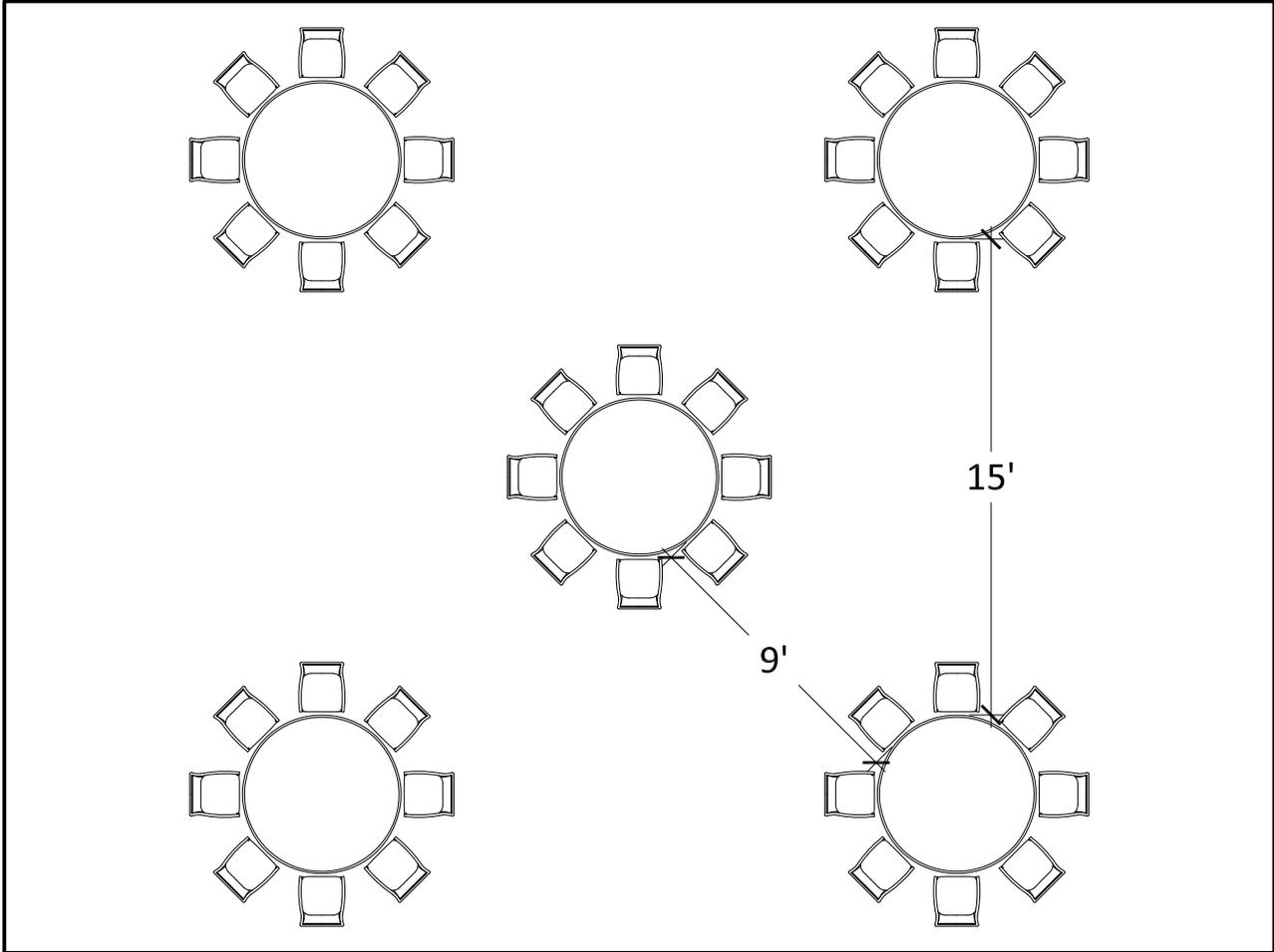
Name/Event: \_\_\_\_\_ Date: \_\_\_\_\_

- 
- Aisle widths: Labeled on table layout
  - 3 table layouts: empty, 1/2 capacity & full capacity
  - Exits: Can exit out of any direction since all 4 walls will be open, 30' opening on the east & west, 40' opening on the north & south. Main exits would be to the east or west out of the tent.
  - Fire Extinguishers: 4 on site
  - Hold downs provide the required 10lbs per square foot or engineered system

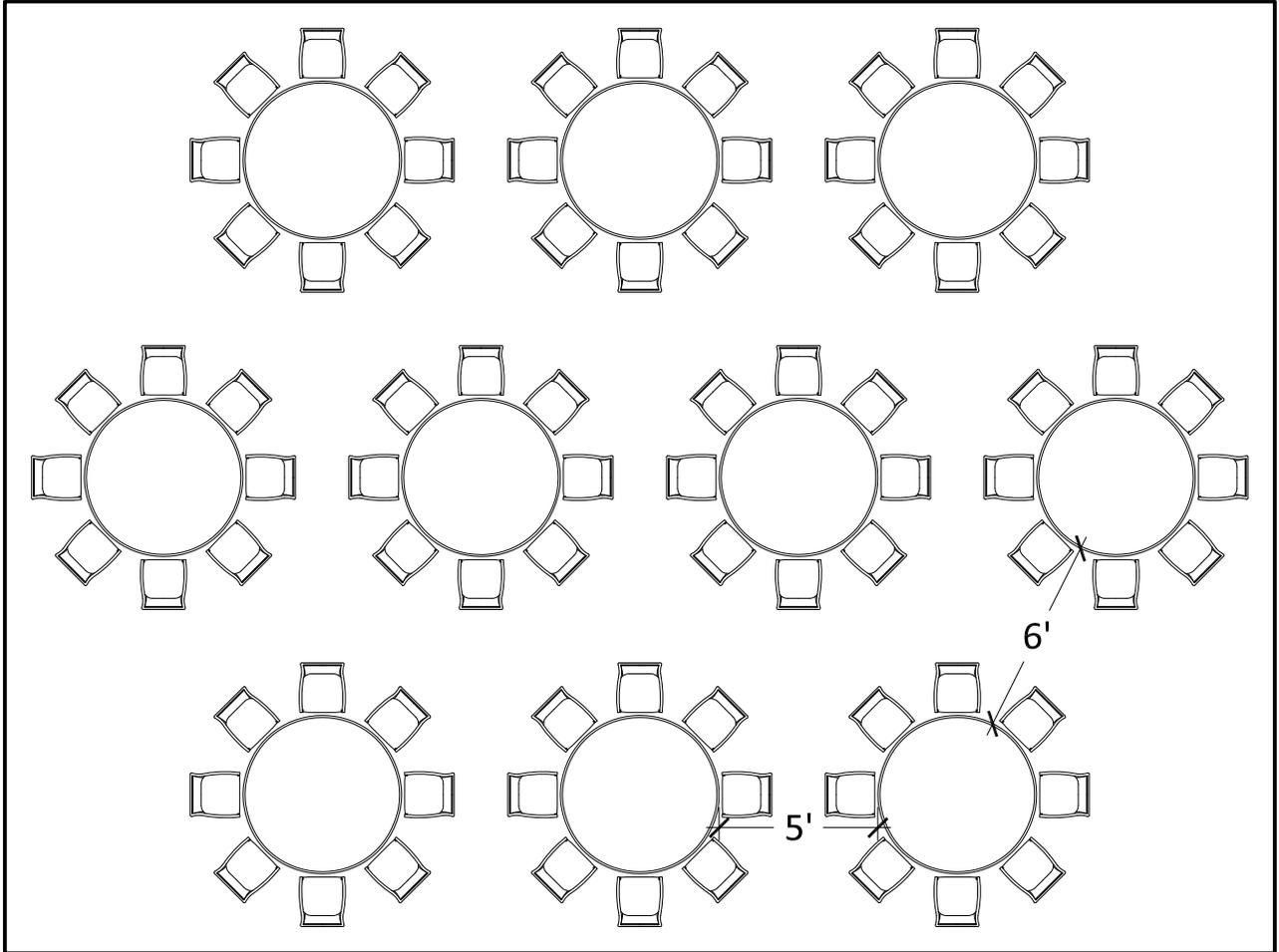
30'

40'

## 30'x40' TENT DIMENSIONS 1,200 SF AREA



**30'x40' TENT ~ HALF OCCUPANCY  
(5) 5' TABLES**



**30'x40' TENT ~ FULL OCCUPANCY  
(10) 5' TABLES**



O (Hydrant)

This certificate of Zoning Clearance does not relieve the property owner from obtaining necessary permits from all required agencies, nor does it authorize any condition of a public or private deed restriction, covenant, or easement.



City of Columbus  
 Department of  
 Building & Zoning Services  
 Certificate of  
 Zoning Clearance

Number \_\_\_\_\_

Date Issued 2018

By W. D. Green

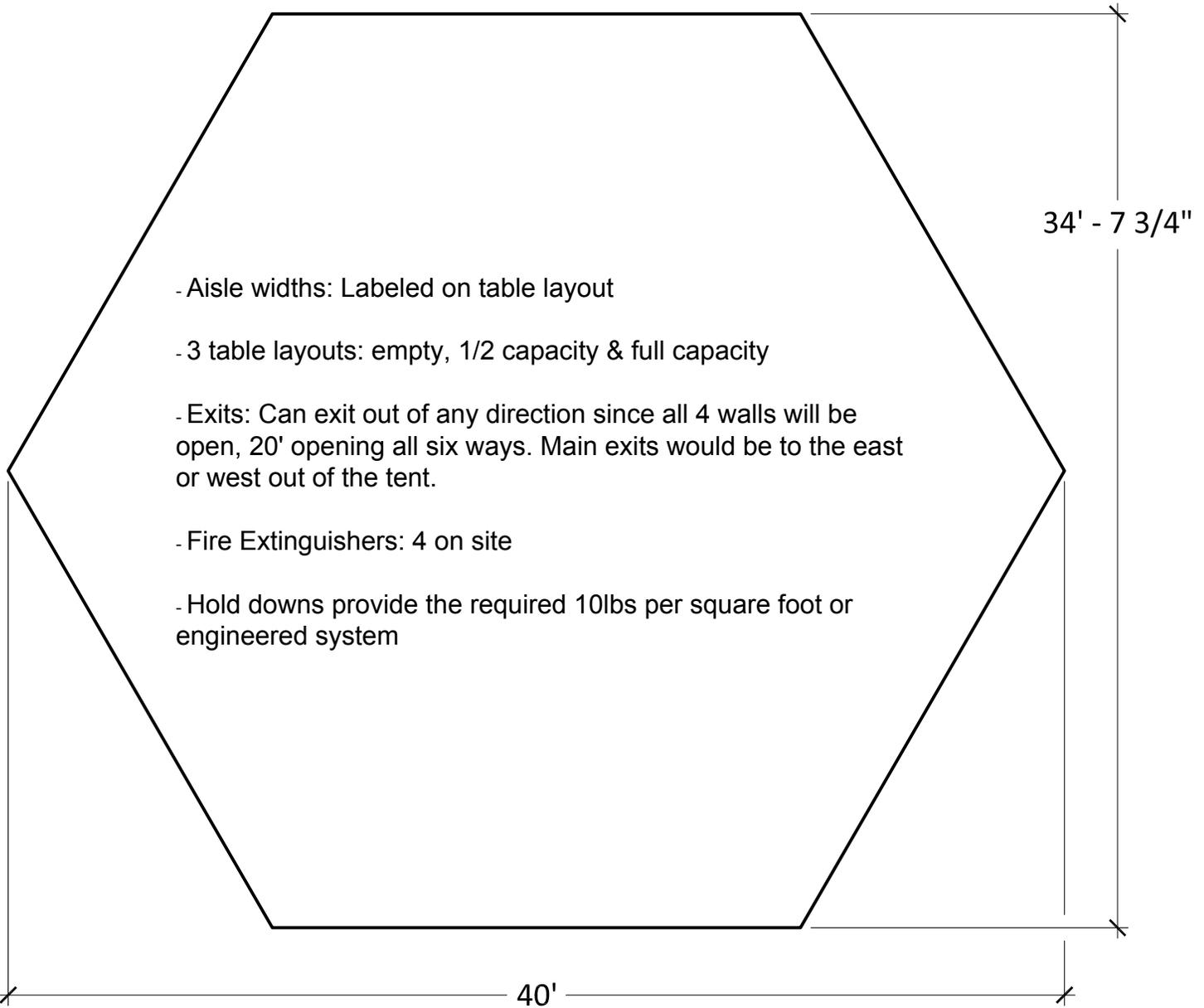
Comments North Bank Park

Private Events

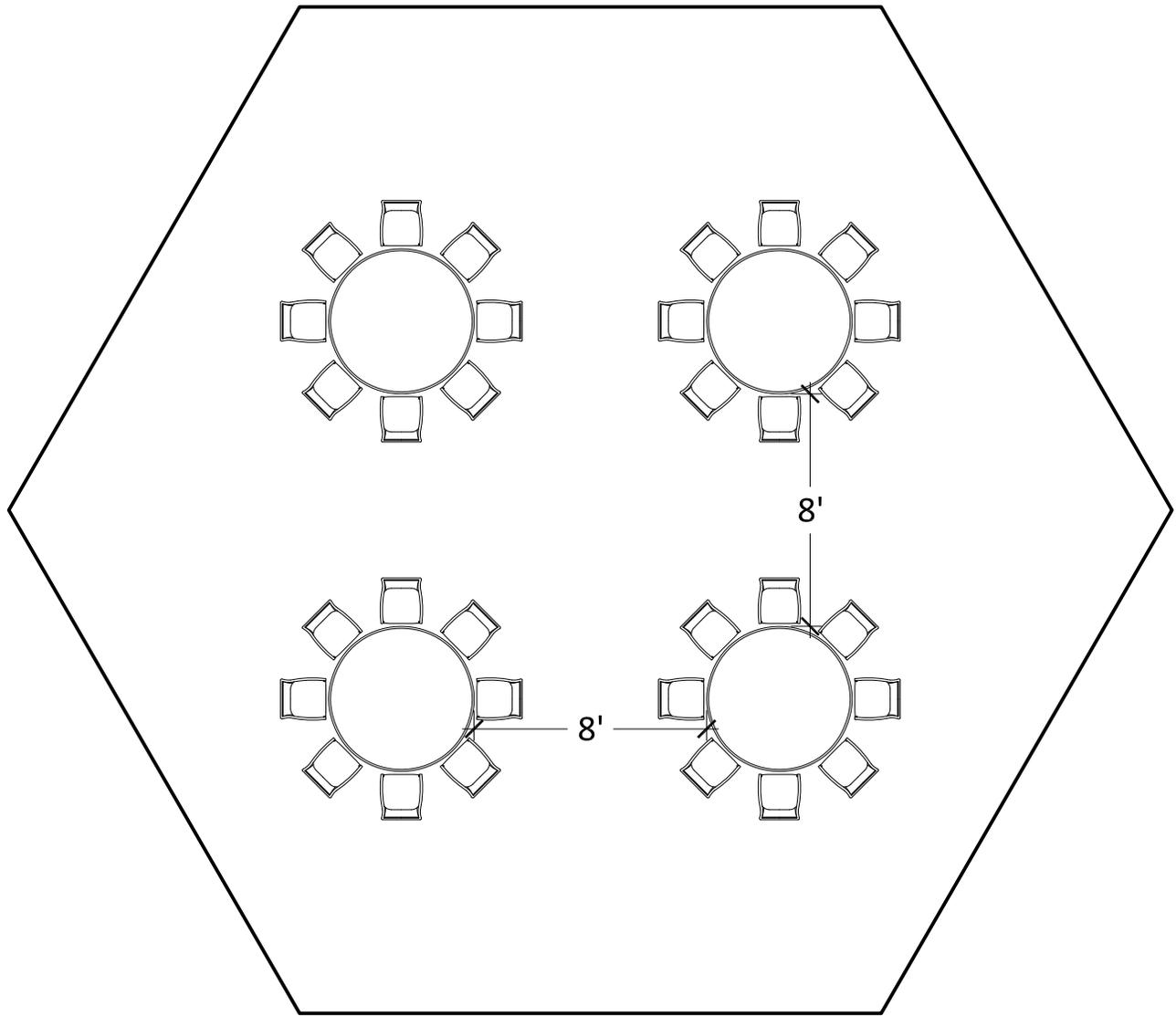
Self Certification

**40' HEX TENT SITE LAYOUT  
 NORTH BANK PARK**

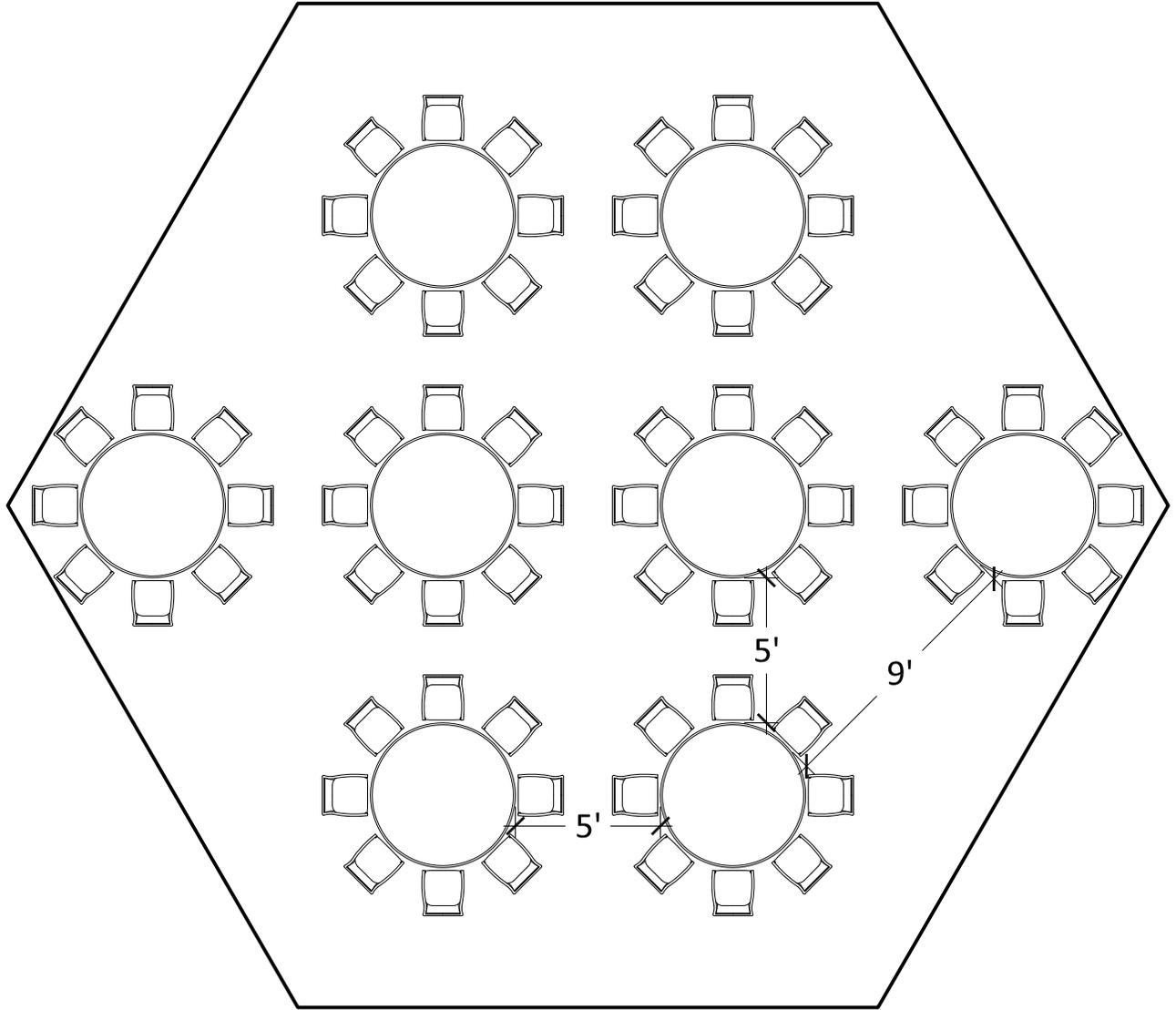
Name/Event: \_\_\_\_\_ Date: \_\_\_\_\_



## 40' HEXAGON TENT DIMENSIONS 1,040 SF AREA



**40' HEX TENT ~ HALF OCCUPANCY  
(4) 5' TABLES**



**40' HEX TENT ~ FULL OCCUPANCY  
(8) 5' TABLES**



### **Event Safety Plan for North Bank Park Pavilion**

The following outlines the safety plan that is in place for all events taking place at North Bank Park Pavilion located at 311 West Long Street that have been reserved through the Recreation and Parks; Rental Services Section.

During all events at North Bank, the Rental Services Section has (2) staff members on site for the duration of the event, as well as, a field supervisor on duty. These staff members will serve as the Event Safety Manager(s) for the event taking place. They will be responsible for monitoring weather, reacting to event emergencies, and maintaining event occupancy load. The ESM is responsible for stopping and/or evacuating the event if necessary for ANY reason needed. The evacuation route from the facility is outlined on the attached map.

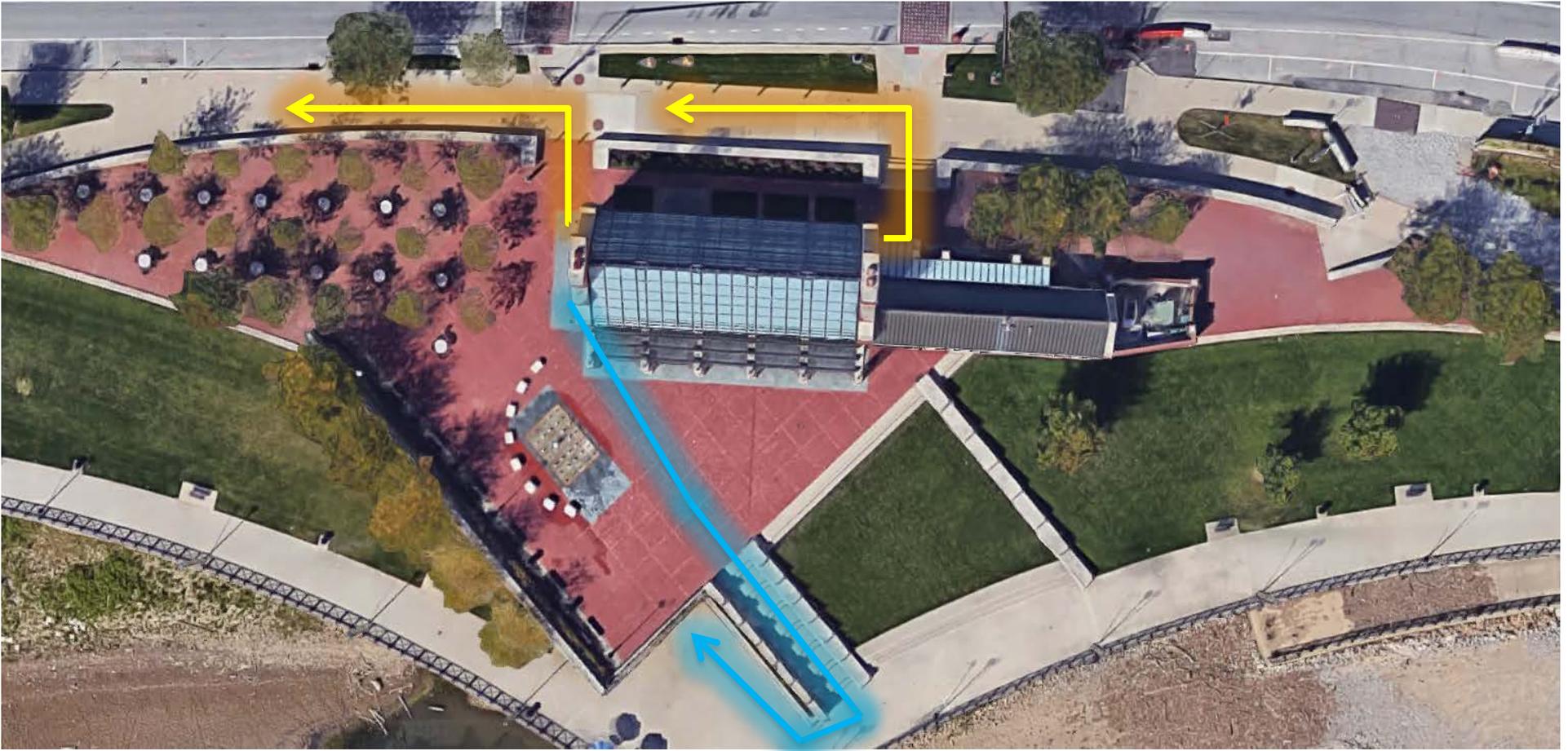
The ESM will be responsible for monitoring local weather reports, forecasts, and conditions and shall implement, if needed, weather related event mitigation activities including suspension or cancellation of the event. Examples include dangerously high winds, lightning, torrential rain, and temperature/humidity extremes. In the case of a tornado threat, North Bank has a below ground bunker that the customers will be asked to take shelter in until it is safe. The route to the bunker is outlined on the attached map.

The ESM will also be responsible for alerting the necessary authorities for any and all emergencies. They will also be the point of contact during any emergencies. Their contact information is below.

On-Site Staff – (614) 313-5341

Field Supervisor Emergency Pager Line – (614) 631-4562 \*Monitored 24 hours a day, 7 days a week





-  Evacuation Route
-  Tornado Emergency