

Festival Registration

For Public Festivals Only & Limited to 5 Calendar Days in Duration

MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT

111 N Front Street, Columbus, Ohio 43215 • Phone: 614-645-6090 • Fax: 614-645-0082 • bzs.columbus.gov

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

Public Festival Information:

Festival Site Address	Tax District/Parcel Number	Open to Public?	YES	NO
Festival Name	Festival Run Date(s)	/		
Festival Set Up/Tear Down Dates				

Sq. Ft. of Tent(s)	Quantity
400-700	
> 700	
Total # of Tents	

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

Items Required for Plan Review & Approval:

- Two (2) Copies of Site Plan to include location of temporary structure identifying means of egress and occupant load
- Two (2) Copies of Flame resistant certificate for **each** tent size
- Two (2) Construction documents shall be sealed by a registered design professional to provide documentation of compliance with the 2011 Ohio Building Code and the 2011 Ohio Fire Code

Electrical Information:

Lighting and power is hard wired (new service and panel are being installed) or lighting and power are being supplied by vehicle or trailer mounted generator. ***An electric permit is required¹. The attached electric permit application must be completed by an electrician registered to work in the City of Columbus.**

Electric Power is plugged into permanently mounted existing exterior GFCI receptacles or connection is made to a small portable generator similar to generators used for supplying electric to single family homes. ***An electric permit is not required.**

Owner of Record of Festival Site:

Name	Street Address	City, State, Zip
Telephone Number	Extension	E-Mail Address

Applicant²: Festival Organizer Owner Contractor: Provide Columbus Registration # _____

Name	Street Address	City, State, Zip
Telephone Number	Extension	E-Mail Address

Signature of Applicant	Date
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¹ Electric permit fee included in Festival Registration fee

² Attached affidavit must be completed if application is being submitted by anyone other than a registered General Contractor

Building Permit Owner Affidavit

111 N Front Street, Columbus, Ohio 43215
Phone: 614-645-6090

CC 4101.15 - Letter O.

“Owner” means the owner of record as shown on the current tax list of the county auditor; the mortgage holder of record, if any, as shown in the mortgage records of the county recorder; and any purchaser under a land contract. “Owner” also means any person who has a freehold or lesser estate in the premises; a mortgagee or vendee in possession; or any person who has charge, care or control of the premises as agent, executor, administrator, assignee, receiver, trustee, guardian or lessee.

I, _____ state that I have read the definition of “Owner” as outlined in City Code Section 4101.15 - Letter O and hereby state that (select applicable box):

- I am the owner of record as shown on the current tax list of the county auditor; the mortgage holder of record as shown in the mortgage records of the county recorder; purchaser under a land contract; a mortgagee or vendee in possession; or I have a freehold or lesser estate in the premises
- I have charge, care or control of the premises as agent, executor, administrator, assignee, receiver, trustee, guardian or lessee **(and have included documentation with this affidavit)**

of the property located at: _____, for which a building permit is being made to the City of Columbus, Department of Building & Zoning Services.

By submitting this affidavit, I acknowledge my understanding and compliance with the following.

- I will perform the work with my own hands or see that the work is accomplished under my direct supervision.
- I will not contract with someone who is not licensed by the City of Columbus to perform the work covered under this permit.
- I will require licensed contractors to obtain their own permits when applicable.
- I understand that additional permits may be required for electrical, plumbing, mechanical, & occupancy.
- I understand that by pulling an Owner’s permit, I assume responsibility for all work performed under this permit.
- I understand that this affidavit is important and I have told the truth on it and all attached papers.

Print Full Name

Signature (sign in presence of notary or Building & Zoning Svcs. Official)

Sworn to before me and signed in my presence this _____ day of _____, in the year _____

Notary Seal Here

Signature of Notary Public or Building & Zoning Services Official