



Temporary Operational Permit/Application

Events with Tent(s) over 400 sq.ft., canopies over 700 sq. ft., or stage canopies over 400 sq. ft. require the joint BZS/Fire Temporary Structure Application. See Construction Industry Communication (CIC) 29 for more detail.

Applications mailed to: 3639 Parsons Avenue, Columbus, Ohio 43207 • Phone: 614-645-7641

Or Emailed To: cfdevents@columbus.gov

ALL FEES ARE NON-REFUNDABLE • No Payment Due Until Invoiced (up to 30 days)

EVENT SPONSOR:

Organization Name	Billing Address	City, State, Zip
Contact Name	Contact Phone	Email
Secondary Contact Name	Secondary Contact Phone	Secondary Contact Email

EVENT INFORMATION:

Event Name _____ Type: Ticketed General Admission Open to the Public Private

Event Address _____ Estimated Total Event Attendance _____ Estimated Peak Attendance _____

Will any of the following be present at the event?

Columbus Division of Police	YES	NO
EMS (Emergency Medical Services)	YES	NO
Columbus Division of Fire EMS	YES	NO
Alcohol	YES	NO
Music (band/DJ) and/or audio-visual special effects	YES	NO
Propane (LPG) or other flammable combustible gas for cooking, heating, etc.	YES*	NO
Cooking operations (includes food trucks/trailers); If YES, # of vendors: _____	YES*	NO
Generator(s)	YES*	NO
Tent heater(s)	YES*	NO
Is event entry restricted in any way?	YES	NO
Is any part of the event fenced or is the exit from the event restricted in any way?	YES	NO
Will the event be held entirely within tent/membrane structure(s) or a building?	YES	NO
Will EXITS from the event be clearly marked and visible?	YES	NO
Do you have a plan to stop music/activities and make Public Safety Announcements?	YES	NO
Will key safety personnel have radios?	YES	NO
Have you indicated your evacuation routes/shelter in place areas on the Event Site Plan?	YES	NO

Event Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Opening Time**							
Closing Time							

DISPLAY VEHICLE PERMIT INFORMATION:

Number of Display Vehicles: _____

Type of Vehicles (e.g. motorcycle, RV, automobile, bus, etc.): _____

Type of Fuel: Gasoline Diesel Compressed Gas Hybrid Electric Other; _____

**Must be indicated on site plan. Review Outdoor Event Guidelines.*

****Events must be set up & ready for inspection at least 2 hrs prior to opening. Events with tents or temporary stages may require separate inspection.**

Fire Prevention Bureau Use Only

Permit Number: _____

Outdoor Assembly Tent(s) Only Display Vehicle(s) Outdoor Assembly w/Tent(s) Time Limited Occupancy

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EVENT SAFETY PLAN

I will not be using the supplied Safety Plan (below) & have submitted a separate Safety Plan addressing the safety items listed below.

An Event Safety Manager (ESM) must be named for any permitted outdoor event. The ESM is responsible for the following;

- Monitoring weather - The ESM shall be responsible for monitoring local weather reports, forecasts and conditions, and shall implement weather related event mitigation, if needed, to include; suspension, cancellation and/or evacuation of the event. Examples of weather requiring such mitigation include, but are not limited to; high winds, lightning, torrential rain, temperature/humidity extremes.
- Reacting to event emergencies
- Maintaining event occupant load
- Stopping/evacuating the event if necessary for ANY reason
- Evacuating tents/temporary structures when wind speeds reach or exceed 40 miles per hour

Event Safety Manager Name	Cell Phone	ESM for Entire Event?	YES	NO
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If NO, provide safety manager schedule below:

Date/Times	Event Safety Manager Name	Cell Phone
Date/Times	Event Safety Manager Name	Cell Phone
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Events that have a planned Peak Attendance of more than 1000 attendees and staff, must have crowd manager positions and duties at a minimum of 1 per every 250 persons. Number of assigned Crowd Manager Positions at Peak Occupancy of event: _____

Briefly describe the means of communication for event staff to summon help/call 911 if needed, and evacuation procedures if necessary at your event:

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 from complying with all applicable requirements of this code.

The fire official may revoke a permit 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.

The required Event Safety Plan (if using other than above) and Site Plan have been attached.

I hereby acknowledge that I have read this application and applicable guidelines, that the information provided is correct and that I am authorized to act on behalf of the organization.

Signature of Applicant	Date
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