

Application Number: _____

Official Use Only

Temporary Structure Permit Application

Address: 111 N Front Street, Columbus, Ohio 43215

Phone: 614-645-7433

Email: bzslicensing@columbus.gov

Website: www.columbus.gov/bzs



THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

DEPARTMENT OF BUILDING
AND ZONING SERVICES

Note: Application must be submitted 30 days prior to event

For submittal requirements refer to Construction Industry Communication (CIC) #29

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

Event Information:

☐ Commercial/Private/Gated/Ticketed

☐ Festival (free and open to the public)

Event Address: _____ Parcel: _____

Event Name: _____

Provide description of event location, including geographical boundaries, street names, and park or business name: _____

Is any part of the event fenced or is the exit from the event restricted in any way? ☐ Yes ☐ No

Event Set Up Date: _____ Event Tear Down Date: _____

Est. Total Event Attendance _____ Est. Peak Attendance: _____

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

Tent/Membrane Structure Dimension(s) (i.e. 20'x20')	Quantity	Method of Anchoring	Side Wall(s)Down
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

Stage or Platform Dimension(s)	Height from Grade	Quantity	Overhead Covering	If Overhead Covering; Method of Anchoring
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	
			☐ Yes ☐ No	

Provide description of additional temporary structures (including fencing over 7' from grade):

Will any of the following be present at the event? (All must be indicated on site plan)

- Propane (LPG) or other flammable combustible gas for cooking, heating, etc. ☐ Yes ☐ No
- Open Flame: candles, solid fuel (sterno), butane, etc. ☐ Yes ☐ No
- Cooking operations (includes food trucks/trailers); If YES, # of vendors: _____ ☐ Yes ☐ No
- Generator(s) ☐ Yes ☐ No
- Tent heaters ☐ Yes ☐ No

Electrical Information

Electric Power is plugged into permanently mounted existing exterior GFCI receptacles or connection is made to a small portable generator that does not utilize distribution panels. ***An electrical permit is not required**

Temporary 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 electrical permit is required; however, fees are waived for festivals. Please provide electrical contractor contact information below. **An electrical permit application must be completed by an electrician registered to work in the City of Columbus.**

Company/Contractor Name: _____

Telephone Number: _____

Owner of Record of Festival Site:

Individual Name: _____ Company Name: _____

Full Address: _____

Phone Number: _____ Email Address: _____

Contractor

City of Columbus Registration No.: _____

Company/Contractor Name: _____

Phone Number: _____

Project Manager Email (inspection notifications): _____

Description/Scope of Work: _____

Applicant: ☐ Event Organizer ☐ Owner ☐ Other: _____

Name (Contact Person): _____ Company: _____

Full Address: _____

Phone Number: _____ Email Address: _____

The following minimum submittal requirements must be included with your application:
(For detailed submittal requirements refer to CIC #29)

- ☐ Site plan
- ☐ Event safety plan
- ☐ Flame resistant certificate for each size of tent and each size of stage canopy
- ☐ Tent and temporary structure floor plan(s)
- ☐ Manufacturer's specifications and installation instructions for each size of tent and stage

Would you like to submit payment online? ☐ Yes ☐ No

If yes, payment instructions will be emailed to applicant's email address.

Note: Fees are waived for festivals.

Inspection Information

Inspections are required to validate the work performed complies with the scope of work detailed on the permit and approved plans. Before a permit can be completed and closed, all required inspections must be approved. It is the responsibility of the permit holder to ensure inspections are requested and performed prior to occupancy or start of the event.

Building and Zoning Services Inspection Requests

- <https://portal.columbus.gov/> can be scheduled until midnight, for the the next business day
- 614-645-8235 requests received before 4:00 p.m. on a day of business will be scheduled for the next business day
- After hour inspection requests may be charged a premium, can be requested online or by phone, but must be received before 2:30 p.m. on the business day before the requested inspection date.

Division of Fire, Fire Protection Bureau Inspection Requests

- Sites must be setup and ready for the Fire Protection Bureau inspection at least 2 hours prior to opening for each day of the event

Requested date and time for the Building & Zoning Services inspection: _____

Primary On-Site Contact:

Name: _____ Phone Number: _____

Email Address: _____

Secondary On-Site Contact:

Name: _____ Phone Number: _____

Email Address: _____