

Carnival/Circus Information Sheet

Phone: 614-645-8366

Email: license_section@columbus.gov

Requirements:

- Carnival/Circus Application
- Proof of Identity (e.g. State-issued driver license/ID card, Military ID, Passport)
- Residential Petition
*Only required if operating within 200 feet of a residential area
- BCI Background Check
*If conducted at another authorized WebCheck agency, results must be mailed directly to the License Section

Fees:

Application	\$20.00	Carnival/Circus license	\$125.00/day
BCI Background Check	\$32.00		

*Please make checks payable to “City Treasurer – License Section”

Office Location and Hours:

4252 Groves Rd
Columbus, OH 43232

Monday – Friday
8:00 AM – 3:30 PM

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Office Use Only

License #: _____

Issue Date: _____

Exp Date: _____



DEPARTMENT OF BUILDING
AND ZONING SERVICES

Carnival/Circus Application

Address: 4252 Groves Road, Columbus, Ohio 43232

Phone: 614-645-8366

Email: license_section@columbus.gov

☐ New

☐ Renewal

Applicant Information:

Name: _____ Title: _____

Home Address: _____ City: _____ State: _____ Zip Code: _____

Date of Birth: _____ Driver License #: _____ State: _____

Phone #: _____ Email: _____

Have you **ever** been convicted of a felony? ☐ Yes ☐ No

List any felony convictions in Ohio within the past seven (7) years (if none, write "none"): _____

Are you on felony probation or parole? ☐ Yes ☐ No If yes, date began: _____

Have you **ever** been required to register as a sex offender? ☐ Yes ☐ No If yes, date registered: _____

Business Information:

Business Type: ☐ Single Owner ☐ Partnership ☐ Incorporated

Business Name: _____ Federal ID #: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Business Phone #: _____ Business Email: _____

Business Name (DBA) (if different from above): _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Carnival/Circus Information:

Event Name: _____ Event Location: _____

Event Start Date: _____ Event End Date: _____ Event Hours: _____

Set-Up Date: _____ Set-Up Time: _____ Tear-Down Date: _____ Tear-Down Time: _____

Contact Name: _____ Title: _____

Have you or your company had a City of Columbus license/permit refused, suspended, or revoked in the past three (3) years? ☐ Yes ☐ No

Does that which is to be licensed conform to the Columbus City Code, including but not limited to Building, Health, Fire, and State of Ohio and Federal laws applicable thereto? ☐ Yes ☐ No

Has or is any criminal, immoral, or disorderly conduct, as defined in CCC Title 23 and ORC Title 29, taken place on the premises where that which is to be licensed exists by either the person having a direct or indirect interest therein or the patrons thereof? ☐ Yes ☐ No

Certain information in this application is subject to disclosure as a matter of public record. Any false statement made or given in this application shall result in denial or future revocation of this permit, as well as criminal prosecution under Columbus City Code 2321.13 (A)(3) and (A)(5).

I hereby acknowledge the above statement regarding public records disclosure by checking this box. ☐

If you or a member of your immediate family is a designated public service worker employed in a position as listed under ORC 149.43 (A)(7), please provide a form of proof, along with the name and primary residence of said person: _____

State of _____, County of _____:

_____, bring duly sworn, deposes and says he or she is the
Print Applicant Name

Individual making the foregoing application; that he or she is knowledgeable with respect to that which is to be licensed; that the answers to the foregoing questions and other statements contained herein are true of his or her own knowledge and belief.

Applicant Signature

Sworn to before me and subscribed in my presence, this _____ day of _____, _____

Notary or Agent of Director of Building and Zoning Services