Kevin O'Connor
Fire Chief

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

DIVISION OF FIRE

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FROM: **Columbus Fire Division, Prevention Bureau and Special Inspection's Office.**
SUBJECT: **Fire Division Inspections-Temporary/Special Event Packet**

The purpose of the fire code requirements is to provide minimum standards to ensure the safety of the participants and the public attending events of a temporary nature in the City of Columbus.

To obtain a Temporary or Special Event Permit, event organizers must submit the following **(a)this completed check off sheet (b) completed permit application (c) additionally required supporting documentation (d) a check or money order** for the permit specific amount (Payable to: *Columbus City Treasure/Fire*) to the Special Inspections' Office at least 14 days prior to the event.

The site inspection for the temporary event permit and all individual public assembly, cooking, tent, and miscellaneous permit inspections will occur **prior to** the **opening of** the event; housekeeping inspections will be conducted for duration of the event. No event operation can begin **until** an inspection has been made and the permit has been issued. *Temporary Event inspections performed during a time that falls outside the normal duty hours of the Fire Prevention Bureau shall be charged a fee.*
The overtime fees for Temporary Events will be $329.00 per inspector, per day, per 4 hour time frame. *Any inspections over the 4 hours will be charged an additional hourly fee.*
Any fees more than 30 days past the due date will be charged a $25.00 late fee.

Temporary Event Permits:

Check Type:
- ☐ Outdoor Public Assembly Event
- ☐ Outdoor Public Assembly Event **W/Tent greater than 400 Sq. ft or canopy greater than 700 sq. ft.**
- ☐ Indoor Public Assembly Event held at an occupancy that is **not a Place of Assembly**

All of the above listed Temporary Events require notification of the **Department of Building and Zoning Services Customer Service Center at 614.645.6090.** Columbus Fire event approval is contingent upon this notification and completion of the Building Department's plans review/permit/inspection process if so required.

Special Event Permits:

Check Type:
- ☐ Vehicles Displayed **in Public Assembly Buildings**
- ☐ Fireworks
- ☐ Pyrotechnics/Flame Effects
- ☐ Blasting

Temporary/Special Event Required Steps:

Complete and Initial Prior To Submitting Application:

____Contact Department Of Building & Zoning Services –**All Temporary Events** ____Completed Application

____ Contact FPB Special Inspections Office **(See Requirements/Guidelines)** ____Supporting Documentation

____Review Temporary Event Requirements and Guidelines ____Check or Money Order

Administration Bureau | 3675 Parsons Avenue | Columbus OH 43207 | T (614) 645.6017 | F (614) 645.3040
Emergency Services Bureau | 3639 Parsons Avenue | Columbus OH 43207 | T (614) 645.4128 | F (614) 645.4204
Fire Prevention Bureau | 3639 Parsons Avenue | Columbus OH 43207 | T (614) 645.7641 | F (614) 645.4245
Support Services Bureau | 3639 Parsons Avenue | Columbus OH 43207 | T (614) 645.6385 | F (614) 645.0110
Training Bureau | 3639 Parsons Avenue | Columbus OH 43207 | T (614) 645.6360 | F (614) 645.3214
fire.columbus.gov

CITY OF COLUMBUS
COLUMBUS DIVISION OF FIRE
FIRE PREVENTION BUREAU
3639 Parsons Avenue
Columbus, Ohio 43207
614-645-7641 Ext. 75605
Fax 614-645-4245

APPLICATION FOR TEMPORARY EVENT PERMIT

(APPLICATION MUST BE SUBMITED AT LEAST 14 DAYS PRIOR TO EVENT)

EVENT SPONSORS' INFORMATION		
Organization Name:		
Billing Address:		
City:	State:	Zip:
Office Phone:	Office Fax:	
Federal Tax I.D. #:		
Primary Contact:	Secondary Contact:	
Primary Contact Phone:	Secondary Contact Phone:	
Primary Contact Email:	Secondary Contact Email:	

EVENT INFORMATION

Under Event Location describe the area by geographical boundaries, street names, the name of the park (with identify location in the park, e.g. Franklin Park, Shelter House area). For events held on private property, use the business name and address

Event Name:			
Event Location:			
Event Set Up Date:		Event Break-Down	
Event Start Date:		Event Ending Date:	

	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Requested Inspection Time:							
Daily Event Opening Time:							
Daily Event Ending Time:							

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 of complying with all applicable requirements of this code.

The fire official may revoke a permit or approval 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.

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

_____ _____

Authorized Agent's Signature Date

FIRE DIVISION TEMPORARY EVENT PERMIT REQUIREMENTS

Check all situations that apply to your event. Include all required additional information in your submission.

☐ **2502.054 Indoor Public Assembly Event.** The promoter of the event or the owner of the property holding an indoor public assembly event must pay a fire prevention inspection fee of seventy-five dollars **($75)** for 50 – 299 occupants and one hundred fifty dollars **($150)** for 300 and over occupants. This permit is required when the occupancy type is not a Place of Assembly.

Additional Information required from the event organizer: A detailed Floor Plan showing means of egress, seating capacity and arrangement, location of cooking, heating and electrical equipment, location of fire protection systems and extinguishers.

☐ **25202.0552 Vehicles Displayed in Assembly Buildings will be assessed seventy-five dollars ($75).** *(Battery **must** be disconnected, gas cap taped, less than ¼ tank or five (5) gallons of fuel whichever is less and keys **must** be on site).* ***Please indicate number and type (car, motorcycle etc.) of vehicles. _____ number_____ type***

☐ **2502.079 Outdoor Public Assembly Event.** Event organizers shall pay a one-time inspection fee of seventy-five dollars **($75)** per event. Each person operating a temporary structure or engaging in a hazardous activity at an outdoor public assembly event is required to obtain permits.

☐ **2502.079 Outdoor Public Assembly Event WithTent (over 400 sq. ft.)Canopy (over 700 sq. ft.)** *Not used for cooking.* ***Contact FPB Special Inspections Office for Permit Fees and Guidelines. 614.645.7641 ext. 75605***

FOR ALL EVENTS: Additional Information required from the event organizer: **A detailed Site Plan** showing the boundaries of the event production and assembly areas; number, size, and type (assembly, cooking, sales, etc.) of all temporary structures (including carts, tents, booths, etc.); locations and distances between all temporary and permanent structures; and location of all fire hydrants and fire department connections on permanent structures. ***Up to two people shall be assigned the duty of Safety Officer, to be in charge of any and all emergencies at the Event Site.(Storms, Fires, Tornados, Bomb Scares, etc.)***
Additional Information required from the event organizer: A Listing of all persons operating at the event including the vendor name and billing address; contact person and contact person's phone number; the type (assembly, cooking, sales, etc.) of operation: the size in square feet and the type (permanent building, cart, tent, booth, uncovered display, etc.) of structure.

☐ **Pyrotechnics/Flame Effects.** The permit applicant shall furnish evidence of insurance in an amount of two million dollars ($2,000,000.00) for the payment of all damages which may be caused either to a person or persons or to a property by reasons of the permitted display, and arising from any acts of the permit holder, his agents, employees or subcontractors. The permit applicant must pay a fire prevention inspection fee of one hundred twenty-five dollars **($125)** to the Bureau of Fire Prevention at the time of permit application.

Additional Information Required: A separate pyrotechnics/flame effects permit application is also required.

☐ **Fireworks.** The permit applicant shall furnish evidence of insurance in an amount of two million dollars ($2,000,000.00) for the payment of all damages which may be caused either to a person or persons or to property by reason of the permitted display, and arising from any acts of the permit holder, his agents, employees or subcontractors. The permit applicant must pay a fire prevention inspection fee of two hundred dollars **($200)** to the Bureau of Fire Prevention at the time of permit application.

Additional Information Required: A separate fireworks permit application is also required.

☐ **Blasting.** Before approval to do blasting is issued, the applicant shall file a bond or submit a certificate of insurance in such form, amount and coverage as determined by the legal department of the jurisdiction to be adequate in each case to indemnify the jurisdiction against any and all damages arising from permitted blasting. The permit applicant must pay a fire prevention inspection fee of one hundred seventy-five dollars **($175.00)** to the Bureau of Fire Prevention at the time of permit application.

Additional Information Required: A proposed site plan as per the Ohio Fire Code.

FIRE DIVISION PERMIT REQUIREMENTS FOR TENTS, CANOPIES AND MEMBRANE STRUCTURES, PUBLIC ASSEMBLYOCCUPANCIES, & COOKING AND HEATING OPERATIONS

General Event Permit Requirements

- A minimum 20 foot wide fire lane must be maintained in the entire event area.
- All fire hydrants, fire department connections, and means of egress from permanent structures in the event area must be kept clear.

TENTS AND OTHER MEMBRANE STRUCTURES *Each tent and membrane structure having an area in excess of 400 sq. ft. and each canopy in excess of 700 sq. ft. or with 300 or more people, shall not be erected, operated or maintained for any purpose without first obtaining a permit and approved plans from the fire code official.* ***Contact FPB Special Inspections Office: 614.645.7641 ext. 75605***

Additional requirements for each tent, canopy and membrane structure of any size:

- Upon inspection, each membrane structure, tent or canopy shall have a permanently affixed label bearing the identification of size and fabric or material type. The permanently affixed label shall certify that the tents, canopies, and membrane structures and their appurtenances, are composed of flame-resistant material.

- In the absence of a permanently affixed label indicating construction with flame resistant material, all tents, canopies, and membrane structures shall be treated with a flame retardant in an approved manner and meet the requirements for flame resistance as determined in accordance with NFPA 701. The party responsible for the flame retardant treatment shall certify in writing that the treatment was performed in accordance with NFPA 701, and that such flame resistance is effective for the period specified by the permit.

- The fire official reserves the right to perform a field flame test on any tent, canopy, membrane structure, or decoration. Any material that fails the field flame test will be banned from use.

PUBLIC ASSEMBLY *Each temporary structure of any size accommodating 50 or more individuals for religious, recreational, educational, political, social, or amusement purposes, or for the consumption of food and/or drink, and includes all connected rooms or spaces within a common fire area (Includes a circus, carnival, tent show, theater, skating rink, dance hall, liquid-fueled and gas-fueled vehicle and equipment displays, competitions, or demonstrations) shall not be erected, operated or maintained without first obtaining a permit and approval from the fire code official..*

Additional Information required

- A detailed Floor Plan and Site Plan showing means of egress; seating capacity and arrangement; location of cooking, heating and electrical equipment; location of fire protection systems and extinguishers; and the size locations, and protection of all LP gas equipment and storage containers, generators and other internal combustion power sources, and flammable or combustible liquid storage containers. *Liquid-fueled and gas-fueled vehicles and equipment used for displays or for competitions and demonstrations should be noted on the floor plan.*

COOKING *Each temporary structure of any size used for cooking shall not be erected, operated or maintained without first obtaining a permit and approval from the fire code official.*

Additional Information required

- A Listing of all operations involving warming of foods, cooking demonstrations and similar operations that use solid flammables, butane, or other similar devices. Approval is required for each open flame or other devices emitting flame, fire or heat or utilizing any flammable or combustible liquids, gas, charcoal or other cooking device located inside the structure or within 20 feet of a tent, canopy or membrane structure.

- **A Fire Extinguisher not less than 40 BC is required for ALL cooking operations. In addition a K Class Extinguisher for food preparation involving cooking oil shall be on site at all times.**

- **ALL COOKING APPLIANCES INVOLVING COOKING OIL OR OPEN FLAME SHALL BE OUTSIDE OF THE TENT AND UNDER A METAL/CORRUGATED AWNING. NO EXCEPTIONS!!!**

- **All LPG Tanks shall be secured with a chain or metal wire.**