R

SCOTT MESSER
Director

THE CITY OF
COLUMBUS
MICHAEL B. COLEMAN, MAYOR

DEPARTMENT OF BUILDING
AND ZONING SERVICES

October 15, 2015

Construction Industry Communication #29

From: **Scott Messer, Director**
RE: **Festival Registration Procedures**

Background:

As the City of Columbus continues in its tradition of bringing residents together and attracts visitors to come and savor its rich history; the public festivals, special events, multi-cultural and arts-related activities serve as windows to the soul of the city.

In 2003, a working group of festival organizers and city officials reviewed applicable city code sections, offered suggestions regarding the improvement of communications between them, and found ways to reduce the regulatory barriers that were inhibiting special event activities. The group sought a balance between the need to protect the public health, safety and welfare while still being able to offer, support, permit and encourage these special events.

Requirements:
Columbus City Code (CCC) Chapter 4113.51 (B) *Special Building Permits – Registration of a Temporary Use of Tent for a Public Festival* provides for temporary use of tents greater than four hundred square feet (400 sf).

NOTE: The term "Tents" herein may also refer to membrane covers, stages, platforms, or inflatables if a person may be under, on or in them.

Memorandum:
Festival Registration Requirements:

- Public festivals or special events featuring tents greater than 400 sf in total area located on-site for five (5) consecutive days or less are required to obtain a Registration for a Public Festival from the Department of Building and Zoning Services (BZS), 757 Carolyn Ave, Columbus, Ohio 43224.
- Application for registration must be submitted thirty (30) days prior to the event and must specify the intended use(s) for the tents, date of erection, date(s) of occupancy and the date tent(s) will be dismantled.
- Three (3) copies of the certificate of fabric flame-resistance in accordance with NFPA 701.
- Three (3) copies of a site plan, drawn to scale, to include the following:
  - The location, size(s) of the tent(s) and any other temporary structures, respective occupant load(s) and the distance(s) between all such identified tents, structures, buildings and property lines.
  - Side panels (if any) and exit information.

- Limited access must be clearly indicated when a tent is being located in a space with limited access such as under a roof or within a courtyard and must verify that adequate egress will be available.
- Staking/Tie-Down information. The tent installer must verify that the tie-down is capable of resisting an uplift of at least 10 pounds per square foot of horizontal tent area. The proposed type of anchoring such as stakes, concrete blocks or water barrels may be site-specific.
- Plans must also include a note instructing the occupants to evacuate the tent(s), if necessary, when wind speed meets or exceeds 40 MPH.
- Seating layout, aisle widths, path of travel, exit signs and other requirements for tents with sides as applicable per the Ohio Building Code (OBC).
- Per the Ohio Fire Code (OFC), tents used for cooking shall be separated from all other tents, canopies and structures by at least 20 feet. Equipment used for cooking shall not be located within 10 feet of an exit or combustible materials.

- Festival Registration applicants shall provide notarized evidence acceptable to the Chief Building Official, that all tents meet city code requirements and are safe for their intended use.
- 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
- *Structural inspections are required for Festival Registrations.*
- An electric permit per Section 525, National Electric Code (NEC), is required when the 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.
- When an electric permit is required, the electric contractor must be registered with the City of Columbus.
- An electric permit is not required when electric power is plugged into permanently mounted existing exterior GFCI receptacles or connection is made to a small portable generator similar to generators used to supply electric to single family homes.
- Public festivals or special events that do not feature tents but do require an electric permit will be required to obtain an electrical permit at the fee prescribed in the fee schedule for Public festivals.
- *Electrical inspections are required for electric permits.*

Questions regarding Festival Registration procedures may be directed to the BZS Customer Service Center at (614) 645-6090.

THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR

DEPARTMENT OF BUILDING
AND ZONING SERVICES

Application No.: _____
For Staff Use Only

Festival Registration

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

MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT

757 Carolyn Avenue, Columbus, Ohio 43224 • Phone: 614-645-6090 ▪ Fax: 614-645-0082 ▪ *bzs.columbus.gov*

ALL FEES ARE NON-REFUNDABLE ▪ Please type or print all information

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:

☐ Three (3)Copies of Site Plan to include location of temporary structure identifying means of egress and occupant load
☐ Three (3) Copies of Flame resistant certificate for **each** tent size
☐ Three (3) 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 required[1]. 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/Ext. _____ Fax Number _____ E-Mail Address _____

Applicant: ☐Festival Organizer ☐Tenant/Owner ☐Contractor: Provide Columbus Registration #_____

I understand that additional permits may be required for electrical, plumbing, mechanical, fire protection, & occupancy. I hereby certify that, to the best of my knowledge and belief, all statements made herein or attached are complete and accurate. I understand that any false statements later disclosed may subject me to prosecution under Ohio Revised Code Section 2921.13.

Signature of Applicant _____ Date _____ Print/Type Name _____

Street Address _____ City, State, Zip _____ Email Address _____ Phone Number _____

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

Notary Seal Here

Signature of Notary Public _____ My Commission Expires _____

[1] Electric permit fee included in Festival Registration fee

tmt 12/15

Please make checks payable to the Columbus City Treasurer