

C. Event Operations Permits

Specific requirements apply to certain areas of event operations, such as vending, entertainment, and site layout. Event coordinators should contact each city department at least ninety (90) days prior to the event to thoroughly review all requirements and applicable fees. All division inspectors have the authority to close any event activity, which is not in compliance with city regulations.

1. Temporary Event Permit (Chapter 2502, Columbus City Code)

The event coordinator must secure a Temporary Event Permit (**Appendix E**) when compressed/flammable gases or liquids are to be present on-site, or when event tents are heated, used for cooking operations, or as places of assembly (50 or more people and/or 200 square feet or larger). All tents must be labeled by the manufacturer documenting they are flame retardant. If a permanent label is not affixed to the tent canopy, the occupant must provide documentation indicating the material is flame retardant and the date on which it was treated. Field flame tests may be required for tents without proper documentation. Temporary Event Permit application fee(s) must be submitted to the Division of Fire, Special Inspections Office 14 days prior to the event. The following support materials must accompany the application:

- A detailed site plan showing the boundaries of the event, and all cooking and assembly locations.
- A listing of all persons operating an assembly, cooking, and/or any operation utilizing compressed/flammable gases or liquids complete with contact information for each.

The Division of Fire will inspect all vendors each day of the event and issue permits to those that are in compliance with fire regulations. During the inspection all tents, cooking equipment, appliances and compressed/flammable gas tanks will be checked for compliance with standards of City Code 2501.23 and NFPA #58. The event coordinator should notify all vendors, in advance, of the following:

- Food vendors may not operate until they have been inspected by the Columbus Division of Fire.
- No open-flame or “deep fry” cooking is allowed under a tent or canopy.
- Deep fryers must be under a metal awning.
- No more than 200 pounds of Liquefied Petroleum Gas (LPG) may be stored at a single food cooking location.
- All LPG tanks must be secured by a steel chain or cable and they must have a safety ring on them while in use and a safety cap when they are not in use.
- Hoses connected to LPG tanks must be marked “LP GAS PROPANE, 350PSI WORKING PRESSURE”.
- A new or recharged 40BC rated fire extinguisher must be available at each cooking location. A “K” extinguisher is required for vendors cooking with oil.
- Ashes from charcoal grills must be disposed of in a metal container and 5 gallons of water must be kept next to the grill during cooking.

Temporary Event Permit- Div. of Fire

\$25.00 per event

- Application Late Fee (less than 30 days prior) \$25.00 per event**
- Event Inspection Fee – Div. of Fire \$300.00 per inspector per day per 4 hour time frame after normal business hours (Normal Business Hours are Monday-Friday 7:00am-5:00 pm). Any inspection over the 4 hours will be charged an additional hourly fee.**

2. Fireworks, Pyrotechnics and Flame Effects (2532, 2502, Columbus City Code)

Permission to incorporate fireworks, pyrotechnics, or flame effects into an event is contingent upon meeting the requirements set forth by the Division of Fire. Event coordinators must submit a completed Fireworks, Pyrotechnics and Flame Effects Exhibition Permit application and detailed exhibition plan (**Appendix F**) a minimum of five days prior to the event. The plan must include:

- A list of each device being used along with a Material Data Safety Sheet (MSDS) for each device.
- The class and number of set pieces or fireworks shells along with the amount of explosives being used (in pounds).
- The amount and type of fuel to be used for flame effects, as well as, the storage arrangements.
- Certification that all sets, scenery and rigging materials are flame retardant.
- A diagram of the event site that shows placement of each device, and its fallout radius relative to the location of the audience, buildings, roadways and inhabited structures within 1000 feet.
- A copy of the Exhibitor’s License issued by the Ohio State Fire Marshall

In addition to the plan, event coordinators must supply a certificate of insurance documenting a minimum of \$2,000,000 in liability insurance and list the City of Columbus, and its employees, agents and servants as additional insured. The licensed exhibitor will be required to provide a demonstration of the pyrotechnics and special effects to the fire official prior to the show to receive a permit. If the show and/or demonstration are conducted outside the hours of 8am-5pm Monday-Friday, then a special inspection fee will apply.

- Fireworks Permit- Div. of Fire \$150.00**
- Pyrotechnics and Flame Effects Exhibition Permit \$100.00**

3. Temporary Food Service License (Chapter 3717, Ohio Revised Code)

Columbus Public Health requires anyone selling food to the public to obtain either a Mobile or Temporary Food Service License. Mobile Food Service Licenses allow food vendors to sell food, throughout the year, anywhere in Ohio and are available at any local or county health department in the state. Temporary Food Service Licenses are generally obtained for a single event held in a specific city and fall under the jurisdiction of the local health department. Event coordinators should provide an application for a Temporary Food Service License (**Appendix G**) to all food vendors that do not possess a Mobile Food Operation License. To obtain a Temporary Food Service License, applicants must submit the required fee along with the completed application at least 10 days prior to the event. Columbus Public Health will NOT process permits received less than 24 hours before an event or after 3:00 pm on Thursdays for weekend or Monday holiday events. This means that no permits can be purchased on the day of the event.

Food Safety at Events

Columbus Public Health will conduct inspections at events. Adequate hand washing facilities, water for cleaning, and containers for wastewater, grease and ash should be provided to food vendors for all events. Inspectors also require each vendor to have adequate food storage units that can maintain appropriate temperatures (see application for details).

Food Security at Events

Event coordinators and food vendors should be aware of the actions in and around all temporary food operations. To prevent food contamination Columbus Public Health makes the following recommendations for securing your event site:

- Restrict the access of non-employees to the food operation.
- Monitor the arrival of deliveries and restrict the times deliveries can be made.
- Create barriers between temporary food operations and the public.
- Train, monitor and supervise employees/volunteers on security procedures.
- Lock food storage areas and make sure they are in areas that are well lit.
- Limit public access to event water supply and electrical connections.

- Temporary Food Service License (Non-profit Organization) \$40.00/day**
- Temporary Food Service License (Commercial Operation) \$80.00/day**
- Mobile Food Service License \$353.00/year**

4. Peddler/Promoter License (Chapter 523, Columbus City Code)

The Department of Public Safety, License Section requires event coordinators to obtain a Peddler/Promoter License (**Appendix H**) unless they produce a public festival or event which will have vendors conducting food or merchandise sales on a legally closed public street. To obtain a Peddler/Promoter License, local applicants must obtain a record check from the City Licensing Office when filing their application at 750 Piedmont Ave. Event coordinators that are required to obtain Peddler/Promoter Licenses by the City License Section must also require participating vendors to obtain Peddler Licenses to legally sell products. Applicants who reside outside the State of Ohio must also submit a criminal background record check from a law enforcement agency where they reside. It is recommended that applicants complete this process three weeks prior to the event as Peddler/Promoter Licenses can not be issued until record checks are complete.

- Background check Processing Fee-License Section \$32.00**
- Peddler/Promoter License- License Section \$100.00 per year**
- Application Fee – License Section \$10.00**

5. Peddler License (Chapter 523, Columbus City Code)

The Department of Public Safety, License Section requires all vendors wishing to conduct food or merchandise sales to obtain a Peddler License unless they are participating in an event which is being held on a legally closed public street.

To obtain a Peddler License, local applicants must obtain a record check from the City Licensing Office when filing their application at 750 Piedmont Ave. (**Appendix I**) Applicants who reside outside the State of Ohio must also submit a criminal background

record check from a law enforcement agency where they reside. Both local and out of state vendors participating in a public event or festival that is partially held on a legally closed street are exempt from obtaining this license.

- Background check Processing Fee-License Section** **\$32.00**
- Peddler License- License Section** **\$50.00**
- Application Fee – License Section** **\$10.00**
- Photo Fee – License Section** **\$5.00**

6. **Community Noise Permit/Variance** (Chapter 2329, Columbus City Code)

A Community Noise Permit or Variance can be obtained from the Department of Public Safety, License Section. When planning to conduct outdoor gatherings, public dances, shows, sporting and entertainment events that involve amplified sound (**Appendix J**) Applicants who reside outside the State of Ohio must also submit a criminal background record check from a law enforcement agency where they reside. Event coordinators are encouraged to refer to Section 2329.11 of Columbus City Code or contact the Department of Public Safety, License Section directly to determine requirements for this permit.

- Community Noise Permit – License Section** **\$150.00**
- Community Noise Variance – License Section** **\$100.00**
- Application Fee – License Section** **\$10.00**

7. **Festival Tent Registration – Special Building Permits** – (provides for temporary use of tents 200 – 2,000 sq. ft.) (Chapter 4113.51, Columbus City Code)

When tents 200 - 2,000 sq. ft. in total area are located on-site for five (5) successive calendar days or less, event coordinators are required to obtain a Festival Tent Registration application from the Department of Building & Zoning Services which regulates temporary use of tents (**Application Worksheet - Appendix K**).

Tents exceeding 2,000 sq. ft. in total area located for five (5) consecutive calendar days or less require a building permit and inspection (**Application Worksheet – Appendix K**) – site plan and proof of tent material flame-resistant certificate required at time of application. When the tent size exceeds 2,000 sq. ft in total area, contact the Department of Building & Zoning Services to obtain a Building Permit Application.

Festivals utilizing an electrical power supply that is not UL listed (or other certified testing agency) must obtain an electric permit (**Appendix L**) and have an electrical contractor licensed and registered in the City of Columbus – all electric permitted work must be inspected by a city electrical inspector.

- Festival Registration (including temporary use of tents, building and electric permits) – Building Services Division** **\$75.00**

8. **Carnival, Circuses & Shows License** (**Chapter 563, Columbus City Code**)

Any event coordinator contracting with a carnival, circus or traveling show must obtain a

Carnival, Circuses & Shows permit from the Department of Public Safety, License Section and complete necessary requirements for securing an electrical inspection and fire inspection at least 30 days before the event. Local applicants must also obtain a record check from the City Licensing Office when filing their application at 750 Piedmont Ave. Applicants who reside outside the State of Ohio must also submit a criminal background record check from a law enforcement agency where they reside.

- Background check Processing Fee-License Section** **\$32.00**
- Carnival, Circuses & Shows License – License Section** **\$50.00/day**
- Application Fee – License Section** **\$10.00**

9. **Charitable Solicitation Permit** (Chapter 525, Columbus City Code)

Any non-profit charitable organization soliciting funds from the public must register with the Department of Public Safety, License Section before conducting any fundraising activities. Receiving a Charitable Solicitations Permit requires board approval and may take 4 – 6 weeks.

- Charitable Solicitation Permit – License Section** **\$25.00**
- Application Fee – License Section** **\$10.00**

10. **Public Art Permit - Columbus Art Commission** (Chapter 3115, Columbus City Code)

The installation of public art on, or over the public right-of-way or on property owned or leased by the City of Columbus must be approved by the Columbus Art Commission. Art that is considered to be a component of a community event or festival that will be installed for 14 days or less does not require Commission approval if the art is completely removed at the conclusion of the event or festival. For additional information on this permit contact Lori Baudro, 614-645-6986.