

TO: **Temporary Event Organizers and Participants.**

FROM: Columbus Fire Division, Prevention Bureau and Special Inspection's Office.

SUBJECT: Fire Division Inspections

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.

The Fire Division has made every attempt to avoid requirements and procedures that might result in unnecessary hardship or inconvenience, and does not interfere in the normal operations of the event, but does allow for the life safety consistent with the public interest.

### Process

To obtain a Temporary Event Permit, event organizers must **submit a completed application, with all additionally required supporting documentation, and a \$75 check or money order** (Payable to: *Columbus City Treasure/Fire*) to the Special Inspections' Office at least 14 days prior to the event.

## **The Department of Building & Zoning Services shall also be contacted at the Customer Service Center, 614-645-6090.**

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.

### 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.

IE.; *Temporary Event inspections performed during a time that falls outside the normal duty hours of the Fire Prevention Bureau (Monday – Friday 7:00am to 5:00pm) shall be charged a fee.*

**The 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.**



**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 SUBMITTED AT LEAST 14 DAYS PRIOR TO EVENT)**

<b>EVENT SPONSORS' INFORMATION</b>							
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:			
<b>EVENT INFORMATION</b>							
<i>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</i>							
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:							
<p><i>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.</i></p> <p><i>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></p> <p>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.</p>							
_____ 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.*

<input type="checkbox"/>	<p><b>2502.054 Indoor Public Assembly Event.</b> 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.</p> <p><i>Additional Information required from the event organizer:</i> 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.</p> <p><b>25202.0552 Vehicles Displayed in Assembly Buildings will be assessed seventy-five dollars (\$75).</b> (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).</p>							
<input type="checkbox"/>	<p><b>2502.079 Outdoor Public Assembly Event.</b> 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 as indicated below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Assembly 50-299 occupants and under 5000 square feet.</td></tr> <tr><td>Assembly 300 occupants and over and 5000 square feet and over.</td></tr> <tr><td>Cooking and/or Heating (any size temporary structure)</td></tr> <tr><td>Use of Combustible/Flammable Liquid (any amount) <i>Not in conjunction with cooking/heating or assembly.</i></td></tr> <tr><td>Use of Compressed Flammable Gas (any amount) <i>Not in conjunction with cooking/heating or assembly.</i></td></tr> <tr><td>Use of Compressed Non-Flammable Gas (over 6,000 cubic feet) <i>Not in conjunction with cooking/heating or assembly.</i></td></tr> <tr><td><b>Canopy (over 400 sq. ft.) Tent (over 200 sq. ft.)</b> <i>Not used for cooking/heating or assembly and, no use of Flammable or Combustible liquids or Compressed Gas of any type has a fee of (\$100).</i></td></tr> </table> <p><i>Additional Information required from the event organizer:</i> 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. <b><u>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.)</u></b></p> <p><i>Additional Information required from the event organizer:</i> 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.</p>	Assembly 50-299 occupants and under 5000 square feet.	Assembly 300 occupants and over and 5000 square feet and over.	Cooking and/or Heating (any size temporary structure)	Use of Combustible/Flammable Liquid (any amount) <i>Not in conjunction with cooking/heating or assembly.</i>	Use of Compressed Flammable Gas (any amount) <i>Not in conjunction with cooking/heating or assembly.</i>	Use of Compressed Non-Flammable Gas (over 6,000 cubic feet) <i>Not in conjunction with cooking/heating or assembly.</i>	<b>Canopy (over 400 sq. ft.) Tent (over 200 sq. ft.)</b> <i>Not used for cooking/heating or assembly and, no use of Flammable or Combustible liquids or Compressed Gas of any type has a fee of (\$100).</i>
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<input type="checkbox"/>	<p><b>Pyrotechnics/Flame Effects.</b> 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.</p> <p><b>Additional Information Required:</b> A separate pyrotechnics/flame effects permit application is also required.</p>							
<input type="checkbox"/>	<p><b>Fireworks.</b> 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.</p> <p><b>Additional Information Required:</b> A separate fireworks permit application is also required.</p>							
<input type="checkbox"/>	<p><b>Blasting.</b> 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 fifty dollars (\$150.00) to the Bureau of Fire Prevention at the time of permit application.</p> <p><b>Additional Information Required:</b> A proposed site plan as per the Ohio Fire Code.</p>							

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

**TENTS AND OTHER MEMBRANE STRUCTURES** Each tent and membrane structure having an area in excess of 200 sq. ft. and each canopy in excess of 400 sq. ft. or with 300 or more people, shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

*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 and/or a K Class Extinguisher for food preparation involving cooking oil shall be on site at all times.**

**COMBUSTIBLE/FLAMMABLE LIQUIDS**

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

**COMPRESSED GASES**

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