

# 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](http://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	
<b>Total # of Tents</b>	

**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<sup>1</sup>. 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 \_\_\_\_\_

<sup>1</sup> Electric permit fee included in Festival Registration fee