

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)

A Temporary Event Permit Application (**Appendix F**) must be filed 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. 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.

<input type="checkbox"/>	Temporary Event Permit- Div. of Fire	\$30.00 per event
<input type="checkbox"/>	Application Late Fee (less than 30 days prior)	\$25.00 per event
<input type="checkbox"/>	Event Inspection Fee – Div. of Fire	\$329.00*

**Per inspector per day per 4 hour time frame after normal business hours (Normal Business Hours are Monday-Friday 7:00 am-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 G**) 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.

<input type="checkbox"/>	Fireworks Permit- Div. of Fire	\$150.00
<input type="checkbox"/>	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 H**) 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) \$31.00/day**
- Temporary Food Service License (Commercial Operation) \$62.00/day**
- Mobile Food Service License \$458.00/year**

4. Commercial Sales 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 Commercial Sales License unless they are participating in a race event which is being held on a legally closed public street.

To obtain a Commercial Sales License, local applicants must obtain a record check from the City Licensing Office when filing their application at 750 Piedmont Ave. **(Appendix K)**. Applicants who reside outside the State of Ohio must also submit a criminal background record check from the county where they reside. Vendors participating in an event that is held on a legally closed street are exempt from obtaining this license. It is recommended that applicants complete this process three weeks prior to the event as Commercial Sales Promoter Licenses cannot be issued until record checks are complete.

- Commercial Sales License- License Section \$150.00**
- Commercial Sales Promoter License – License Section \$300.00**
- Commercial Sales License- Tri- Annual License Section \$75.00**
- Background Check Processing Fee-License Section \$32.00**
- Application Fee – License Section \$10.00**
- Photo Fee – License Section \$5.00**

5. Community Noise Permit (Chapter 2329, Columbus City Code)

A Community Noise Permit can be obtained from the Department of Public Safety, License Section when planning to conduct outdoor gatherings that involve amplified sound **(Appendix J)**. Applicants who reside outside the State of Ohio must also submit a criminal background record check from the county where they reside. Event Coordinators are encouraged to refer to Section 2329.11 of Columbus City Code or contact the DPS 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**

6. Festival Registration – Tent & Electric Permits – (Chapter 4113.51 Columbus City Code provides for temporary use of tents 200 – 2,000 sq. ft. in total area)

When tents of this size are located on an approved site for five (5) successive calendar days or less, the Event Coordinator is required to obtain a Festival Tent Registration from the Department of Building & Zoning Services, approving the use of temporary tents (**Appendix L**). Three copies of a site plan, indicating exact location of tent(s), and 3 copies of proof of tent material flame-retardant certificate must be included with Festival Registration application.

Tents 2,000+ sq. ft. in total area located on an approved site for five (5) consecutive days require a building permit (**Appendix N**). All tents 2,000+ sq. ft. requiring a building permit must be inspected and approved by a city building inspector prior to the start of the event. Tents utilized for gated events are subject to full building permit fees. Tents utilized for free and open public events will be permitted for the cost of Festival Registration. *NOTE: It is the responsibility of the Event Coordinator to schedule the tent inspection by calling the Department of Building & Zoning Services Building Inspection Scheduling Office at 614-645-8235, 24-hrs. prior to the requested day of inspection.*

Festivals not using a UL-listed (or other certified testing agency) electrical power supply or using a generator to power additional electric distribution panels requires filing of an electric permit application (**Appendix M**) by an electrical contractor licensed and registered in the City of Columbus. All electric permitted work must be inspected and approved by a city electrical inspector prior to the start of the event. *NOTE: It is the responsibility of the electrical contractor to schedule the electrical inspection by calling the Department of Building & Zoning Services Electric Inspection Scheduling Office at 614-645-8265, 24-hrs. prior to the requested day of inspection.*

- Festival Registration (including temporary use of tents, building and/or electric permits) – Dept. of Building & Zoning Services** **\$75.00**

7. 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**

8. 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**