



City of Dayton
 Division of Building Inspection
 371 W. Second St.
 Dayton, Ohio 45402
 Phone: 937-333-3883
 Fax: 937-333-4284

TENT PERMIT APPLICATION

PERMIT #: TNT

Applicant Information

 Name

 Address

 City/State/Zip Code

 Phone#

Set-Up Date _____

Removal Date _____

Size of tents and number of persons:

	SIZE	NO. OF PERSONS
1.	_____	_____
2.	_____	_____
3.	_____	_____

Project Information

 Set-up Address

 Occupant

 Use of the tent(s)/Name of event

 Property Owner

 City/State/Zip Code

 Phone#

The following information is required for tents over 400 square feet:

1. Site Plan (Includes: lot dimensions, footprint of existing buildings and location of tent.)
2. Anchorage (Section 3102.9.3 OBC)
3. Flame Resistant Material Certificate (Section 3104.9.6 OBC)
4. Floor Plan for tents with 50 or more persons

Other requirements (See reverse side for all tent guidelines):

1. Tents having a square footage of 400 or less do not require a permit, but must comply with the City of Dayton Zoning Code and all local and national fire codes.
2. A separate permit is required for ANY electrical work (Electrician must be licensed and registered).
3. Permit must be paid for before tent(s) can be set-up and inspected.
4. For tents with 50 or more persons, the applicant is required to notify the Dayton Fire Department by calling: 937-333-4523.

Permit Fees per tent:

Building Inspection Fee (Dayton Unified Building Code # 153.67)	\$62.36
Zoning Fee (Dayton Unified Building Code # 153.60)	\$93.53
State of Ohio Fee	\$ 1.87

I certify that the information contained in this form is complete and accurate, and the work will be done as described hereon and in accordance with the laws and ordinances of the City of Dayton.

Applicant's Signature _____ Date _____

Zoning Approval _____ Date _____

GUIDELINES FOR TENTS

1. **Tents 400 square feet or less in area** do not require a building or zoning permit. Tents are required to be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. The use of the tent(s) must comply with the zoning code.
2. **Provide a certificate of flammability** from the testing laboratory indicating the tent material has been treated with flame retardant material complying with NFPA 701 effective for the time the tent is in use. The certificate is required to contain name and address of the owner of the tent, date the fabric was last treated, trade name or kind of chemical used, name of person treating the material, and name of testing agency. **BEWARE:** Most “EZ-Up” Brand Tent Shelters are **NOT** fire retardant
3. **Tents with 50 or more persons** requires a floor plan submittal indicating means of egress, seating arrangement and location of any heating or electrical equipment.
4. **Combustible materials** such as paper, hay, straw, shavings or similar combustible materials cannot be located within any tent or next to any tent.
5. **Cooking or exposed flames** such as charcoal, gas, or gasoline cooking devices or any other open flame device not approved by the fire department, is not permitted to be located within 20 feet of any tent used for assembly purposes or any tent open to the public.
6. **Any tent used for COOKING** must be located at least 20 feet from all other tents and can be occupied only by persons utilizing the space for cooking processes. The sides of the tent must be kept open for quick egress. No one else may come in or be under the tent. **BEWARE:** Most “EZ-Up” Brand Tent Shelters are **NOT** permitted for cooking
7. **No smoking is allowed** in, under or alongside any tent or in any area where combustible material is present such as around paper, hay, straw or combustible displays.
8. **Open flame devices similar to** candles, Sterno or other open flame devices are not allowed in, under or alongside any tent.
9. **Portable fire extinguishers are required in tents.** The Dayton Fire Code requires at least one fire extinguisher with a minimum of a 4A rating or TWO 2A rated fire extinguishers in each tent. At least one ABC fire extinguisher with a 40BC rating is required to be placed in each cooking area that produces grease-laden vapors or utilizes grease during the cooking process.
10. **The National Electrical Code** requires trailers to be grounded, typically with a metal ground rod. Use GFCI protection devices. Multi-plug adapters are not permitted.
11. **Liquefied Petroleum (LP) Gas Containers** stored outside the tent are not permitted to be located within five feet of the tent, under tents, or in the public way. Unused or unattended LP tanks are required to be protected from tampering by locking or removing the valve handles. All containers must be protected from vehicle impact and kept secured (tied) so they will not tip, fall or be knocked over.
12. **Prior to being placed into service**, all LP fuel tanks, piping, and cooking device hook-ups are required to be checked for leaks with soap and water or other means approved by the fire department.
13. **Provide FIRE LANES** for emergency vehicles. All entryways, booths, tables and trailers are required to be set up to maintain a minimum unobstructed roadway width of 12 feet (18 feet is better). No “dead-ends” are permitted.
14. **Tents can be erected in any zoning district** for permitted uses in that district and shall not be used for a period of more than 14 consecutive days in any 90 day period, or in Residential Districts for not more than 7 days in any 184 day period.
15. **If tents** are to be used for vendor, outdoor events, fairs or festivals, an additional zoning permit is required.
16. **See the Ohio Building Code, City of Dayton Zoning Code and Ohio Fire Code** for additional requirements that may apply to your tent.
17. **An inspection is required from the building and zoning inspectors** after the tent is erected and ready for use. Contact Building Inspection at 937-333-3897, 24 hours in advance to schedule the inspection.