

## Special Event Tents, Stages, and Fences Requirements

**TENTS** - Permits are required for tents:

- > 400 sq. ft. with sides
- > 700 sq. ft. without sides

Cost: \$125\* + \$99 permit processing fee

*\*For every 10,000 sq. ft. of tent area*

Must provide: - Flame spread certificate and inspection to verify the tie-downs

See Tent Policy - <https://www.cincinnati-oh.gov/buildings/application-forms/all-forms-handouts-checklists-alphabetical-list/tents-informational-handout/>

**STAGES** - Permits are required for event stages:

Cost: \$125\* + \$99 permit processing fee

*\*For every 10,000 sq. ft. of stage area*

Must provide: - Shop drawings with loads and manufacturer recommendations

- If there is a covering or lighting array, a Statement of Special

Inspection form is required - <https://www.cincinnati-oh.gov/buildings/application-forms/all-forms-handouts-checklists-alphabetical-list/statement-of-special-inspections/>

See Stage Policy – <https://www.cincinnati-oh.gov/buildings/application-forms/all-forms-handouts-checklists-alphabetical-list/temporary-stage-policy/>

### FENCE / ENCLOSURE / BARRIER

No permit required, however event organizers must provide the following on a site plan (See reverse side for example):

1. Max. crowd size within the enclosed area and method of crowd size control.
2. At least two (2) openings in fence / barrier that lead to a public way. Size of openings must match crowd size (see calculation below).
3. Main entrance must be sized for 50% of the crowd. Secondary exits must be free from barriers unless trained security personnel are stationed at each exit to remove barrier.
4. Exits must be illuminated and must have visible signage.

1-500 occ.	Two (2) Openings/Gates
500 -1000	Three (3) Openings/Gates
> 1000	Four (4) Openings/Gates

$\frac{\text{Crowd Size}}{\text{occ.}} \times .2 \text{ in.} = \frac{\text{Combined Width}}{\text{Of Req. Openings}} \text{ in.}$
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**NOTE: All permit fees are subject to scanning, IT surcharge, financial recovery fee, & Planning surcharge**

PUBLIC STREET

340'

20' MIN. BUILDING TO ENCLOSURE  
BUILDING  
180'

45" MIN.  
WIDTH  
SECONDARY  
EXIT

D1

D2

D3

□

MAIN  
ENTRANCE/  
EXIT  
90" MIN. WIDTH

A1

A2

STAGE

SECONDARY  
EXIT  
45" MIN.  
WIDTH

TRAILER 10'x50'

TRAILER 10'x50'

180'

PORTO-LETS (20)

240'

LEGEND

- \*\*\* EXIT
- \*-\* ENCLOSURE/  
BARRIER
- TYPE
- F FOOD
- D DRINK
- A ALCOHOL
- M MERCHANDISE

	SIZE
F1	10'x15'
F2	10'x15'
F3	10'x15'
D1	10'x15'
D2	10'x15'
D3	10'x15'
A1	10'x10'
A2	10'x10'
M1	10'x15'
M2	10'x15'
M3	10'x15'
STAGE	32'x64'
ATM	2'x2'
20 PORTO-LETS	3'x3' EA

900 PEOPLE  
180" MIN. WIDTH  
TOTAL EXITS  
 $900 \text{ OCC} \times \frac{.2 \text{ INCHES}}{\text{OCCUPANT}} = 180" \text{ MIN.}$

SAMPLE SITE PLAN

