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# TENTS

**Tents may be erected for a period of less than 180 days.**

## **I. WHEN IS A BUILDING PERMIT REQUIRED FOR A TENT?**

The Ohio Building Code and the Zoning Code (see temporary structures) of the City of Cincinnati contain regulations governing the erection of tents. Therefore, a building permit is required prior to the tent's erection for individual tents (or multiple tents less than 12 feet apart) that are:

- Greater than 400 sq. ft. with sides
- Greater than 700 sq. ft. without sides

## **II. WHAT CODES/REGULATIONS ARE APPLICABLE?**

All work performed must be in accordance with the Ohio Building Code, the Cincinnati Zoning Code, and all other applicable laws and ordinances.

Contact the following agencies:

- Building Code Plans Examination - 513-352-3316
- Zoning Code Plans Examination - 513-352-2430
- Customer Service - 513-352-3271

## **III. HOW DO I OBTAIN A PERMIT?**

Submit an application for a permit along with three copies of plans for review to the Permit Center at 805 Central Avenue, Suite 500, Cincinnati, Ohio 45202 at least three business days before the proposed date of erection. It is the responsibility of the property owner to get the required permits. The permit fee shall be due when the permit application has been approved. The installer must allow for 48 hours' notice to schedule inspections. Inspections are to be scheduled during regular working hours. The application and plans shall include the following information:

- A. Permit Application. Complete applicable portions, including the section entitled "Other", indicating:
1. Intended use of the tent
  2. Date of erection
  3. Date(s) of occupancy
  4. Date tent will be dismantled
- B. Plot Plan - Drawn to scale showing:
1. Size of tent
  2. Distances to other structures
  3. Location on the property – distance to property lines
  4. Open-sided tents must be located 10 feet minimum from property lines and 12 feet minimum from buildings on the same lot
  5. Tents with sides must be located 10 feet minimum from property lines and 20 feet minimum from buildings on the same lot

C. Additional Requirements

1. The tent installer must clearly indicate if the tent(s) is being located in a space with limited access, such as a rooftop or a courtyard, and must verify that adequate egress will be available
2. Tents with sides must have conforming exits – flap removed or side-hinged doors
3. Tents with heat must have approval from the Fire Department
4. Tents with electric require a separate permit from IBI, 513-381-6080
5. A certificate verifying that the fabric is flame resistant in accordance with NFPA 701
6. Staking/tie-downing information
7. A seating layout, aisle widths, path of travel and other requirement as applicable, per the Ohio Building Code
8. Show side panels (if any) and exit information
9. Provide a note on the plans instructing the owners to evacuate the tents when wind speed meets or exceeds 40 MPH. Provide the name and cell phone number of the responsible person.
10. The tent installer must verify that the tie down is capable to resist an uplift of at least 10 psf net of horizontal tent area
11. The tent installer must verify that the proposed type of anchoring such as stakes or concrete blocks can be used at the specific site

**IV. WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**

The aforementioned agencies will review the application. (including a field inspection, if necessary) If any of the agencies has questions or comments, they will contact the person listed on the application.

- A. If the tent is to be used for a circus, menagerie, carnival, medicine show, or similar form of public entertainment subject to the provisions of Chapter 825 of the Cincinnati Municipal Code, the application shall not be approved without the written consent of the City Manager. Plans for these tents must include a seating layout, aisle widths, and other pertinent egress requirements as listed in Chapter 10, Ohio Building Code.

Exception: Tents used for public entertainment, shall not be used for more than three consecutive days, unless approved by City Council.

- B. If the application is approved, the following steps shall be taken:
1. The fee prescribed in Section 1101-87 CBC shall be collected and a permit shall be issued.
  2. Customer Service shall send letters of notification to:
    - i. The Police Department
    - ii. The Fire Department
    - iii. The Inspection Bureau, Inc.
    - iv. The Treasurer's Office, if the tent will be used for public entertainment as per Item A above.
  3. Customer Services shall notify the agencies listed in Item B-2, above, by phone if the tent is to be erected within 24 hours of the issuance of the permit.
  4. Prior to the occupancy of the tent, an inspection shall be made by the Building Construction Inspection Section and the Fire Department to assure compliance with the approved plans and that the egress and seating layout comply with the applicable sections of the Cincinnati Building Code and Ohio Building Code.

**V. WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**

All tents shall be erected in accordance with the approved plans, the Ohio Building Code, the Cincinnati Zoning Code, and other applicable ordinances. The permit will expire after the date stated for dismantling of the tent.

**VI. INSPECTIONS REQUIRED (24-hour minimum notice)**

Tent installer should be responsible to call for the required inspections when the work is ready.

- General Building Inspection - 513-352-3267
- Fire Prevention Bureau - 513-357-7585 or 513-357-7597

IF INSPECTIONS ARE REQUESTED DURING OTHER THAN NORMAL WORKING HOURS, THE PARTY REQUESTING INSPECTIONS SHALL BE RESPONSIBLE FOR THE INSPECTION COSTS INCURRED. AN INSPECTION REQUEST FORM MUST BE SIGNED BEFORE A CERTIFICATE OF INSPECTION IS ISSUED.