

TEMPORARY
TENTS & CANOPIES
Submittal
Packet



Lake County, Ohio

Lake County Building Department
105 Main St Bldg B 2nd Floor Painesville
OH 44077

Tel: 440-350-2636

www.lakecountyohio.gov/building-inspection

Office Email: lcbd@lakecountyohio.gov

BUILDING DEPARTMENT

105 Main St, Bldg B, 2nd Floor
Painesville, OH 44077
440-350-2636



Lake County, Ohio

BOARD OF COMMISSIONERS

John T. Plecnik
John R. Hamercheck
Richard J. Regovich

TEMPORARY TENTS AND CANOPIES

PURPOSE

The following information is to provide guidance for applicants regarding plan submittal and other general requirements based on the use of tents, canopies and membrane structures according to the 2024 Ohio Building Code (OBC).

SCOPE

OBC 3103.1 **General**. Special event structures, tents, umbrella structures and other membrane structures erected for a period of less than 180 days are to comply with this section and Chapter 31 of the *International Fire Code*.

3103.1.1 **Conformance**. Temporary structures and uses shall conform to the structural strength, fire safety, *means of egress*, accessibility, light, *ventilation* and sanitary requirements of this code as necessary to ensure public health, safety and general welfare.

63103.1.2 **Approval required**. Temporary structures that cover an area greater than 120 square feet (11.16 m²), including connecting areas or spaces with a common means of egress or entrance that are used or intended to be used for the gathering together of 10 or more persons, shall not be erected, operated or maintained for any purpose without obtaining an approval from the building official.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on ALL sides which comply with all of the following:
 - 2.1. Individual tents having a maximum size of 700 square feet.
 - 2.2. The aggregate area of multiple tents placed side by side with a minimum clearance of less than 12 feet, not exceeding 700 square feet.
- 2A.3. A minimum clearance of 12 feet to all structures and other tents.

DEFINITIONS

TENT - A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or other pliable material supported by any manner except by air or the contents that it protects.



UMBRELLA STRUCTURE – A structure, enclosure or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by a central pole or poles (see “*tent*”)

CANOPY - A permanent structure or architectural projection of rigid construction over which a covering is attached that provides weather protection, identity or decoration, and shall be structurally independent or supported by attachment to a building on one end and by not less than one stanchion on the outer end.

GUIDELINES

I. Permitting

A building permit from the Lake County Building Department is required prior to the assembly of tents, canopies and temporary membrane structures.

Once a permit has been issued, set up of the structure may begin. The permit must remain on site with the temporary structure at all times until the dismantling of the structure.

II. Plan Submittal Requirements

- A. In order for a building permit to be issued, construction plans must be submitted to the Lake County Building Department for plan review and approval. In addition, a copy of the submittal will be forwarded to the local fire department for review.
- B. The Building Permit will be issued to the General Contractor who is registered with the Lake County Building Department.
- C. A copy of the Zoning Permit from the local zoning department will need to be submitted to the Lake County Building Department.
- D. Fire Department Comments

II. Plan Submittal Requirements - Cont'd

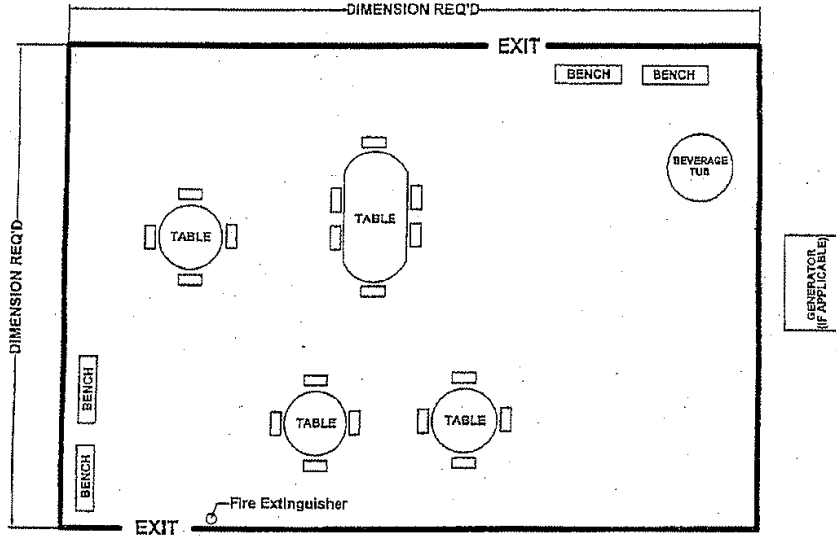
The Submittal Package for a temporary structure(s) must consist of the following documents:

1. Completed Commercial Building Permit Application including set up, duration and dismantling dates.
2. One (1) copy of a detailed drawing of the structure(s), the layout, location, separation from other structures, purpose (e.g., retail use, public assembly).
3. Flammability certification(s) for the fabric/membrane of the temporary structure (See Exhibit A – Item 2).
4. Detailed Plans including the following: (minimum plan size is 8½-x 11-inches)
 - a. Overall site plan showing entire site and locations of all permanent and temporary structures (See Exhibit B).
 - b. Detailed plans to include the following information:
 - Plan view indicating location of furniture (tables, chairs, stages, etc.) or related items (See Exhibit A – Item 1).
 - Uses within all temporary structures (assembly, cooking, etc.).
 - Locations of all fire extinguishers.
 - Locations and dimensions of all required aisles and exits.
 - Locations, sizes and types of any flammable/combustible liquid/gas tanks and piping.
 - Locations and types of any/all heating equipment.
 - Locations and types of all electrical equipment.

III. Plan Approval


- When the plan submittal has been approved, the applicant will be notified.
- The Building Permit will be issued to the General Contractor who is registered with the Lake County Building Department.
- If any additional work is being done (electrical, mechanical, gas piping, etc.) a state licensed contractor who is registered with the Lake County Building Department must obtain a separate permit.
- Once all permits have been issued, and ***prior to use***, the general contractor is to contact the Lake County Building Department for an inspection.

EXHIBIT A



TENT SEATING PLAN
(ITEM 1)

Certificate of Flame Resistance

	REGISTERED APPLICATION - COMPANY No. _____	ISSUED BY Academy Tent & Canvas 5035 Gifford Ave. Los Angeles, CA 90058 (323) 277-8368	Date treated or manufactured 03/08/2002
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This is to certify that the materials described below hereof have been flame retardant treated (or are inherently nonflammable).

FOR _____ ADDRESS _____
 CITY _____ STATE _____

Certification is hereby made that: (Check "a" or "b")

(a) The articles described below this certificate have been treated with a flame-retardant chemical approved and registered by the State Fire Marshal and that the application of said chemical was done in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal.
 Name of chemical used _____ Chem. Reg. No. _____
 Method of application _____

(b) The articles described below hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use; Fabric has been tested and passes NFPA701-96.
 Trade name of flame-resistant fabric or material used _____ VINYL _____ Reg. No. _____

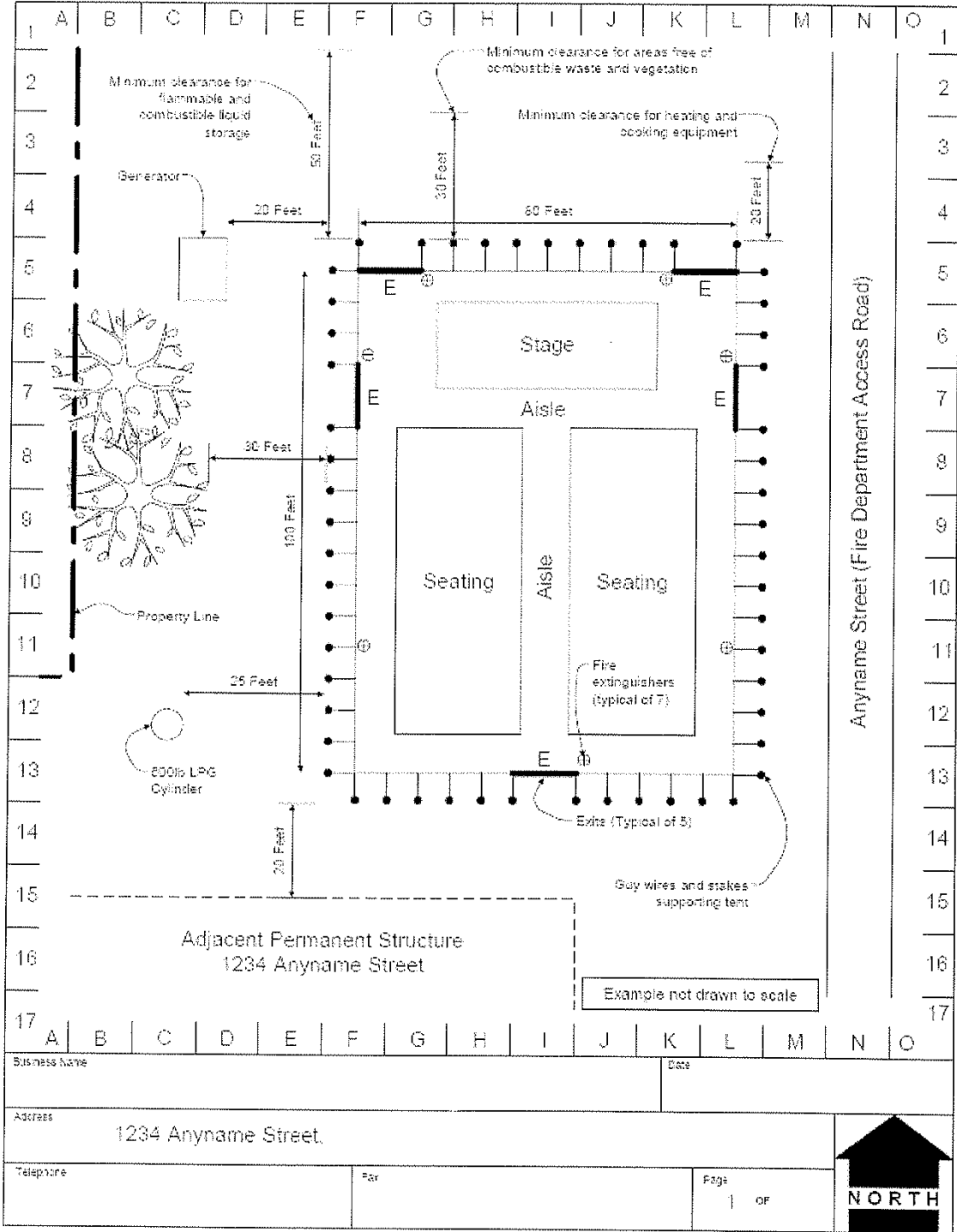
The Flame Retardant Process Used Will Not Be Removed by Washing
(will or will not)

By _____ Title _____
Name of Applicator or Production Superintendent

FLAME SPREAD CERTIFICATE
(ITEM 2)

EXHIBIT B

Site Plan



LAKE COUNTY BUILDING DEPARTMENT

105 Main St, Bldg B Second Floor, Painesville, Ohio 44077

Tel: 440-350-2636 440-918-2636 Fax:440-350-2660

www.lakecountyohio.gov/buildinginspection

OFFICE EMAIL: LCBD@LAKECOUNTYOHIO.GOV

TEMPORARY TENTS/CANOPIES/STRUCTURES BUILDING PERMIT APPLICATION

WORK DESCRIPTION: _____

WILL THERE BE ELECTRICAL FOR THE EVENT? CIRCLE ONE YES NO

NAME OF EVENT: _____

DATES OF EVENT: _____

DATES OF SET UP: _____ DATE OF REMOVAL: _____

STREET ADDRESS OF EVENT: _____

CITY/TOWNSHIP: _____ EST COST: _____

ZONING PERMIT #: _____ FIRE DEPT COMMENTS DATE RECEIVED: _____

GENERAL CONTRACTOR: _____

PHONE #: _____ CELL #: _____ FAX: _____

OWNER'S NAME: _____ PHONE NUMBER: _____

OWNER'S ADDRESS: _____

SUBMITTED BY: _____ SIGNATURE: _____

PHONE #: _____ CELL #: _____ FAX: _____

All submittals must be made electronically via our website (LAKECOUNTYOHIO.GOV) or email (LCBD@LAKECOUNTYOHIO.GOV). Submittals must include a detailed drawing of the structure(s), the layout, location, separation from other structures, purpose (e.g., retail use, public assembly). Flammability certification(s) for the fabric/membrane of the temporary structure/s. Detailed Plans including the following: (minimum plan size is 8 1/2 X 11 inches) overall site plan showing entire site and locations of all permanent and temporary structures. Plan view indicating location of furniture (tables, chairs, stages, etc.) or related items. Uses within all temporary structures (assembly, cooking, etc.). Locations of all fire extinguishers. Locations and dimension of all required aisles and exits. Locations, sizes, and types of any flammable/combustible liquid/gas tanks and piping. Locations and types of any/all heating equipment. Locations and types of all electrical equipment.

The proposed work must be done in accordance with approved plans, specifications, codes, and standards. Separate permits which may be required for the proposed project include: electrical, HVAC, gas piping, etc.

It is the duty of the General Contractor to ensure that all required inspections are scheduled and all work installed has been approved by the Lake County Building Department prior to proceeding to the next phase of construction. The General Contractor is responsible to obtain a Final inspection at the completion of the project.

I hereby certify that I have read and examined this application and that all information is true, accurate, and complete. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. I authorize the Lake County Building Department to enter this property for the purpose of site inspections for the duration of this project.

By signing this Application, you and the entity you represent are agreeing to be obligated and pay for any additional review time and other fees associated with this project. You are further agreeing that failure to pay within 30 days of being billed may result in legal action and refusal of all future applications or permits until your account is brought current.

FALSIFICATION OF A PUBLIC DOCUMENT IS A VIOLATION OF THE OHIO REVISED CODE, SECTION 2921.13(A)(5), A MISDEMEANOR OF THE FIRST DEGREE, PUNISHABLE BY UP TO SIX (6) MONTHS IMPRISONMENT AND A FINE OF \$1,000 OR BOTH

GENERAL CONTRACTOR/OWNER SIGNATURE: _____

GENERAL CONTRACTOR/OWNER PRINTED NAME: _____

BUSINESS ADDRESS: _____

PHONE #: _____ CELL #: _____

EMAIL: _____ **ALL FEES ARE NON REFUNDABLE**

OFFICE USE ONLY

PLANS APPROVED BY: _____ APPROVAL DATE: _____ SQ FTG: _____

APPLICANT NOTIFIED: _____ PERMIT FEE: _____ LOG #: _____



LAKE COUNTY BUILDING DEPARTMENT
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 E-MAIL: lcdb@lakecountyohio.gov
 Website: www.lakecountyohio.gov/building-inspection

Pursuant to the 2019 Ohio Building Code, Section 106: 106.1.2(5), if you are submitting drawings to the Lake County Building Department for permits for any of the following you must also immediately submit a set of drawings to the Local Fire Department for review. (PLEASE SPECIFY TYPE OF DRAWINGS)

- | | |
|---------------|------------------|
| New Buildings | Fire Alarms |
| Additions | Fire Sprinklers |
| Alterations | Fire Suppression |
| | Grease Hood |

Once you submit the drawings to the Local Fire Department, the Fire Official will review the drawings and submit notification and any comments he/she may have regarding the drawings to the Lake County Building Department.

PLEASE COMPLETE THE BOTTOM PORTION OF THIS PAGE FOR EACH SUBMITTAL.

PROJECT TYPE: _____ DATE SUBMITTED: _____

PROJECT NAME: _____

ADDRESS OF CONSTRUCTION: _____

CONTRACTOR: _____

CONTRACTOR'S CONTACT NUMBER: _____

CONTRACTOR'S FAX NUMBER: _____

CONTRACTOR'S E-MAIL ADDRESS: _____

FIRE DEPARTMENT USE ONLY

DATE RECEIVED: _____ DATE MAILED/FAXED: _____

FIRE OFFICIAL'S COMMENTS: _____

_____	_____	_____
SIGNATURE / NAME	TITLE	PHONE NUMBER

PLEASE USE ADDITIONAL SHEETS IF REQUIRED.

LAKE COUNTY BUILDING DEPARTMENT

105 Main St
Bldg B 2nd Floor

Painesville, Ohio 44077

TEL: 440-350-2636 440-918-2636 FAX: 440-350-2660

LOCAL FIRE DEPARTMENT CONTACTS

Concord Township

Fire Prevention
Concord Twp. Fire Dept
11600 Concord-Hambden Rd
Concord Twp OH 44077
Tel: 440-350-1856
concordinspectors@concordtwp.com

Fairport Harbor Village

Fire Prevention
Fairport Harbor Fire Dept
220 Third Street
Fairport Harbor OH 44077
Tel: 440-352-3620/352-6922 Fax:
440-352-8872
firechief@fairportharbor.org

Grand River Village

Chief Nate Peters
Grand River Fire Dept
205 Singer Avenue
PO Box 663
Grand River OH 44045
Tel: 440-352-9133
npeters@grandriverohio.com

Kirtland City

Kirtland Hills

Fire Prevention Bureau
Kirtland Fire Department
9301 Chillicothe Rd
Kirtland OH 44094
Tel: 440-256-3332
Fax: 440-256-4707
thutton@kirtlandfire.com

Leroy Township

Fire Prevention
Leroy Fire Department 13028
Leroy-Center Rd
Painesville Twp OH 44077
Tel: 440-254-4124
firechief@leroyfire.org

Madison Township / Madison Village

Fire Prevention
Madison Joint Fire District
840 River St
Madison OH 44057
Tel: 440-428-1522
Fax: 440-428-2227
info@madisonfire.org

Mentor-on-the-Lake

Fire Prevention
City of Mentor on the Lake
Fire Department
5860 Andrews Rd
Mentor on the Lake OH 44060
Tel: 440-257-7223
Fax: 440-257-4241
firedept@citymol.org

City of Painesville

Fire Prevention
28 Mentor Ave
Painesville, OH 44077
Tel: 440-392-5848
Fax: 440-392-0912
fireprevention@painesville.com

Painesville Township

Fire Prevention
Painesville Twp Fire Dept
55 Nye Road
Painesville OH 44077
Tel: 440-352-1443
Fax: 440-352-8169
eburchak@painesvilletwp.com
mshoff@painesvilletwp.com

North Perry Village / Perry Township / Perry Village

Fire Prevention
Perry Joint Fire District
3742 Center Road
Perry OH 44081
Tel: 440-259-2880
Fax: 440-259-3680
dchiappone@perryfire.info
tsitz@perryfire.info

Wickliffe

Captain Douglas M. Leovic
Fire Marshal
Wickliffe Division of Fire
29885 Euclid Ave
Wickliffe OH 44092
Tel: 440-943-7133
Fax: 440-943-7144
dleovic@wickliffefire.org

Willoughby Hills

Willoughby Hills Fire Dept
Dan Clayton
35405 Chardon Road
Willoughby Hills OH 44094
Tel: 440-918-8710
Fpb.whfd@gmail.com

Willowick

Willowick Fire Dept
30435 Lakeshore Blvd
Willowick OH 44095
Tel: 440-585-1202
Fax: 440-585-4112
doconnell@cityofwillowick.com