



Olmsted Township Building Department

Temporary Tent & Canopy Permit Application Guide

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 and Resolutions of Olmsted Township.

Permit Required When:

A permit application and approval is required for ALL temporary tents to obtain a zoning certificate per the Olmsted Township Zoning Resolutions. Per 140.02 of the Olmsted Township Zoning Resolution, temporary tents are permitted with the following criteria:

1. Festivals and open-air carnivals for 5 consecutive days, not more than 2 times per calendar year.
2. Outdoor retail sales associated with an existing retail establishment for 4 consecutive days, not more than 4 times per calendar year.

Building code review is included as part of the permit application for any temporary tent, canopy, or membrane structures with the following exceptions:

1. Tents used exclusively for recreational camping purposes
2. Tents open on all sides that comply with **all** of the following:
 - a. Individual tents having a maximum size of 700 square feet
 - b. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total
 - c. A minimum clearance of 12 feet to all structures and other tents

Items Required for Submittal

1. Completed Building Permit Application

Include:

- Set and removal dates
- Emergency planning information/weather watch
- The use/occupancy of the tent (what will the tent be used for)

2. Site Plan

- Entire property layout including lot lines and streets
- Location of all tents/canopies with distances to lot lines, parking areas, and other structures
- Fire lanes and emergency access entries

3. Tent/Canopy Floor Layout Plan

- Provide plan view dimensions of the tent structure including height, width, and length
- Provide information to identify which sides are open or closed



BUILDING DEPARTMENT
7900 Fitch Road, Olmsted Township, OH 44138
Phone Number: 440-235-4225 building@olmstedtownship.org

- Exit/Emergency lighting locations and exit door type/clear opening widths
- Seating/furniture arrangement
- Cooking or heating appliances information and location
- Fire extinguisher type/placement
- Electrical lighting and power information (specifications for any listed lighting, temporary power cord/receptacle)
- Fuel storage (propane, generators, etc.)

4. Structural information

- Structural construction documents which include the following:
 - Sealed by a State of Ohio registered design professional per 2024 OBC 106.2.1
 - Structural and wind load calculations
 - Installation and anchoring details

5. Flammability Certificates

- Provide **NFPA 701** flame resistance certification for all tent materials.

After approval and permit is issued, prior to use, applicant must request an inspection by the Olmsted Township Building Department in conjunction with the Olmsted Township Fire Department:

Call or E-mail to schedule inspections



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See example site plan and floor plan below:

DIMENSION REQ'D

**TENT SEATING PLAN
(ITEM 1)**

Certificate of Flame Resistance

REGISTERED
APPLICATION
PERMIT NO.

ISSUED BY
Academy Tent & Canvas
5935 Gifford Ave.
Los Angeles, CA 90058
(213) 277-8368

Date tested or
manufactured
03/08/2002

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 regis-
tered 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 Supervisor

**FLAME SPREAD CERTIFICATE
(ITEM 2)**

