



## City of Powell/Liberty Township Commercial Building Department GENERAL INFORMATION – TEMPORARY TENT

Please visit our web site for more information, fee schedule and applications. [www.cityofpowell.us](http://www.cityofpowell.us)

### TEMPORARY TENT PERMIT REQUIREMENTS

1. Copy of approved Liberty Township Zoning 1 Copy  
*Liberty Twp. Zoning Office located at 10104 Brewster Lane 740-938-010*
2. Completed Liberty Township Commercial Building Permit Application 1 Copy
3. Property Site Plan showing location of tent with dimensions 2 Copies
4. Tent Information to include 4 Copies
  - ✓ Size of tent and use of tent (meeting, entertainment, dining etc.)
  - ✓ Number of proposed occupants
  - ✓ Floor plan showing seating, chairs, tables, stage etc. Include egress paths with widths marked
  - ✓ Locations of exits
  - ✓ Flame/Smoke rating certificate of tent materials
  - ✓ Support pole and staking locations
  - ✓ Method of staking. (OBC requires a 90 mph wind load resistance)

### IF STAKING METHOD CANNOT MEET 90 MPH WIND LOAD RESISTANCE SUBMIT THE FOLLOWING:

- ✓ Actual wind load rating of staking method
- ✓ Evacuation plan (when wind loads approach actual rating)
- ✓ Name of person responsible for implementing the evacuation plan
- ✓ Tent take down plan (when safe and predicted sustained winds will exceed wind load rating)

### IF FOOD IS TO BE SERVED AND 100 OR MORE OCCUPANTS SUBMIT THE FOLLOWING

- ✓ Fire watch to be established while tent is occupied. Name of person responsible for the fire watch
- ✓ Evacuation plan

5. Electrical Information 4 Copies

- ✓ Specify any electric such as lighting, GFCI receptacles etc
- ✓ Specify types of lighting fixtures and how supported
- ✓ Specify source of power (cords should be S0 or S0W type or equivalent)

Plan reviews will be done in the order they are received with all efforts for prompt review. You will be notified of any corrections/revisions required for further review or that your approved plans and permit are ready to be picked up.

**Permit Fees** - Fees are collected when the permit has been approved and is ready to be picked up

Plan Review	\$100.00 per hour or portion of hour
Building Miscellaneous permit	\$80.00
Temporary Electric (if applicable)	\$ 60.00

3% State of Ohio surcharge will be added to all commercial building permit fees

**Inspections:** All tents need to be inspected prior to the event. Schedule inspections with the Liberty Township Fire Dept. and the City of Powell Building Dept.

### Scheduling:

Liberty Township Fire Department – Call 740-938-2027

City of Powell Building Department - Call 614- 885-5380 x 3012 **no later** than 3:00 p.m. to schedule an inspection for the next business day. There are no "same day" inspections.