

TEMPORARY
TENTS & CANOPIES
Submittal
Packet



Lake County, Ohio

Lake County Building Department
27 Woodland Rd
Painesville OH 44077
Tel: 440-350-2636



LAKE COUNTY BUILDING DEPARTMENT
27 WOODLAND ROAD, PAINESVILLE, OHIO 44077
TEL: 440-350-2636 440-918-2636 800-899-LAKE Ext. 2636 FAX: 440-350-2660
www.lakecountyohio.gov/buildinginspection

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 2011 Ohio Building Code (OBC).

SCOPE

OBC 3102.1.1 Approval required.

Tents and membrane structures having an area in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first receiving plan approval in accordance with the provisions of Chapter 1.

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.
 - 2.3. A minimum clearance of 12 feet to all structures and other tents.

Lake County Building Department

Permit Procedures for Tents, Canopies, and Membrane Structures

Page 2 of 3

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.



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.
- 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. Plans must also be submitted directly to the local Fire Department with the Lake County Building Department's Fire Department Submittal Form. The local Fire Department will fax their comments to the Lake County Building Department on the Fire Department Submittal Form prior to issuance of a building permit.

Lake County Building Department

Permit Procedures for Tents, Canopies, and Membrane Structures

Page 3 of 3

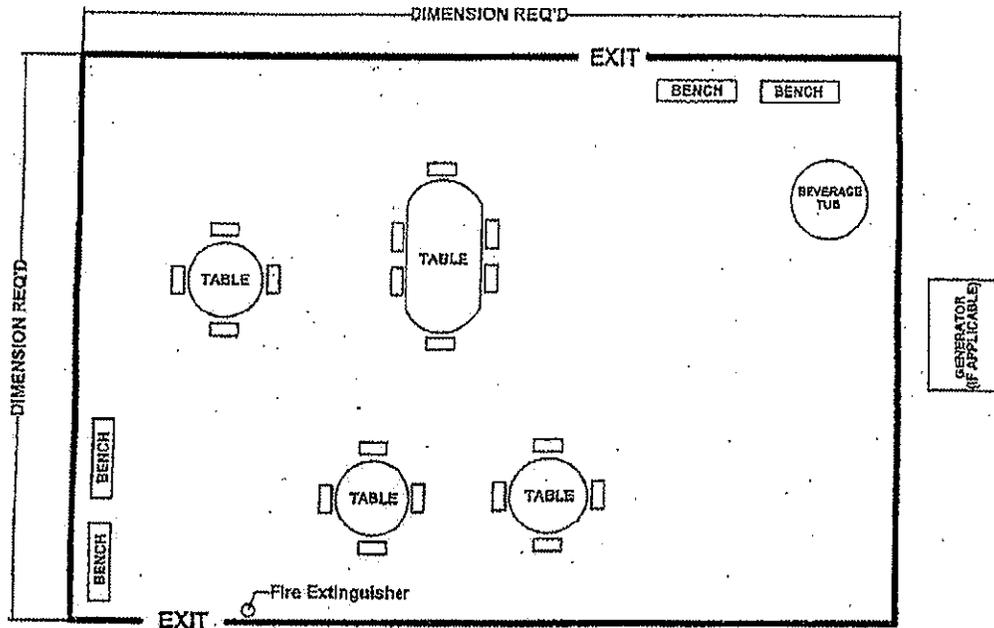
II. Plan Submittal Requirements - Cont'd

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. Four (4) copies 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.



**TENT SEATING PLAN
(ITEM 1)**

Certificate of Flame Resistance



REGISTERED
APPLICATOR
No. _____

ISSUED BY
Academy Tent & Canvas
5035 Gifford Ave.
Los Angeles, CA 90058
(323) 277-8368

Date treated 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 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 _____ Reg. No. _____
VINYL _____

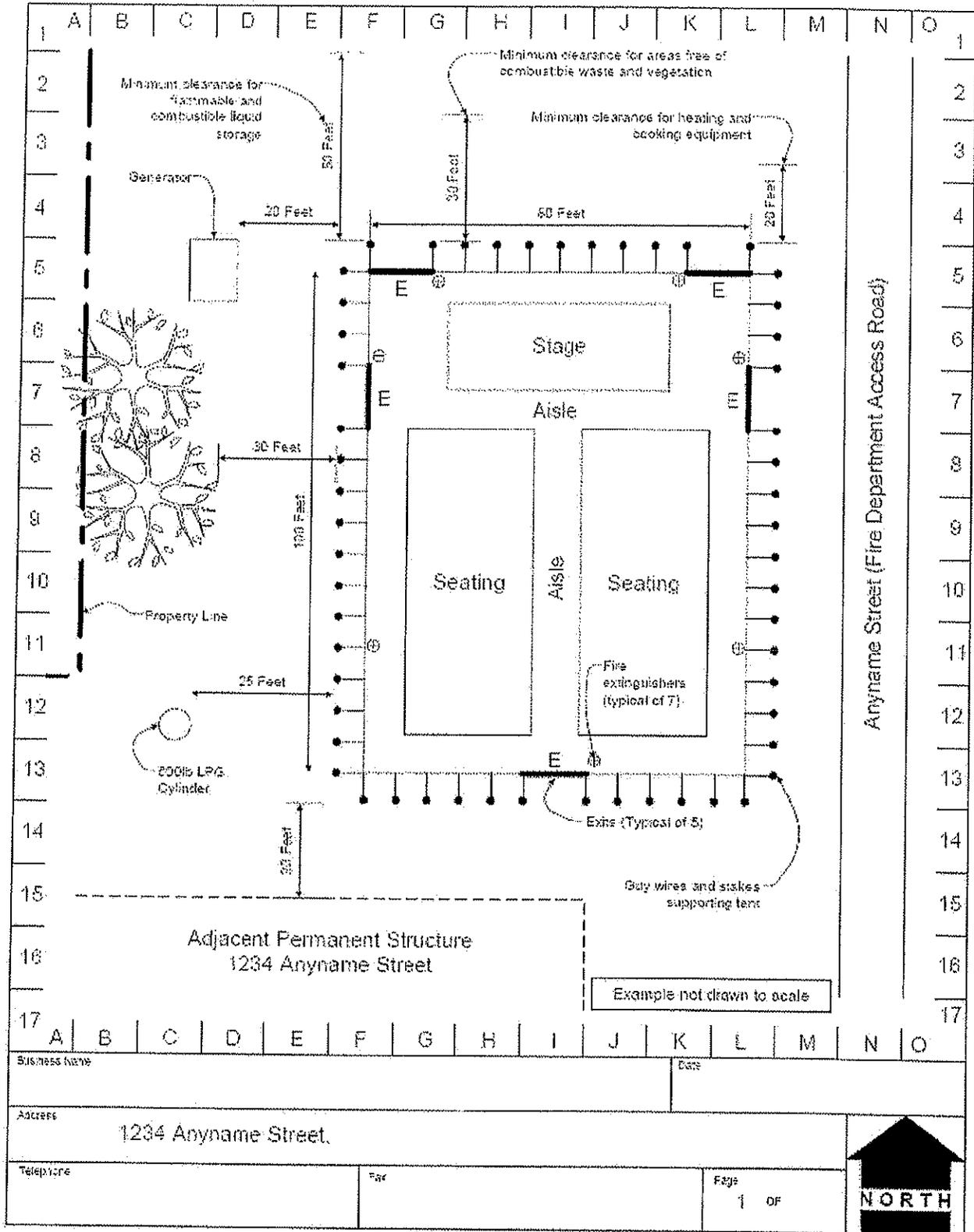
The Flame Retardant Process Used Will Not Be Removed by Washing
(will or will not)

By _____ This _____
Name of Applicator or Production Superintendent

**FLAME SPREAD CERTIFICATE
(ITEM 2)**

EXHIBIT B

Site Plan



Business Name

Date

Address

1234 Anyname Street.

Telephone

Fax

Page 1 of



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TEMPORARY TENTS / CANOPIES / STRUCTURES
BUILDING PERMIT APPLICATION

WORK DESCRIPTION: _____ DATE SUBMITTED: _____

WILL THERE BE ELECTRICAL FOR THE EVENT? (Circle One): YES NO

NAME OF EVENT: _____

DATE(S) OF EVENT: _____

DATE(S) OF SET-UP: _____ DATE(S) OF REMOVAL: _____

STREET ADDRESS OF EVENT: _____

CITY/TOWNSHIP: _____ EST COST: _____

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

GENERAL CONTRACTOR: _____

PHONE NUMBER: _____ CELL PHONE NUMBER: _____ FAX NUMBER: _____

OWNER'S NAME: _____ PHONE NUMBER: _____

OWNER'S ADDRESS: _____

SUBMITTED BY: _____ SIGNATURE: _____

PHONE NUMBER: _____ CELL PHONE NUMBER: _____ FAX NUMBER: _____

All submittals must include FOUR (4) copies of 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 8½-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 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.

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. Plumbing Permits must be obtained from the Lake County General Health District, 33 Mill Street, Painesville Tel: 440-350-2543.

It is the duty of the General Contractor to insure 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.

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: _____

DAYTIME PHONE NUMBER: _____ CELL PHONE NUMBER: _____

ALL FEES ARE NONREFUNDABLE

OFFICE USE ONLY

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

APPLICANT NOTIFIED: _____ PERMIT FEE: _____ LOG NUMBER: _____

LAKE COUNTY BUILDING DEPARTMENT

27 Woodland Road, Painesville, Ohio 44077

(440)350-2636 FAX (440)350-2660

www.lakecountyohio.gov/buildinginspection/

Pursuant to the 2011 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
Additions
Alterations
Fire Alarms
Fire Sprinklers
Fire Suppression
Grease Hood

Once the drawings have been submitted 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: _____

FIRE DEPARTMENT USE ONLY

DATE RECEIVED: _____ DATE MAILED/FAXED: _____

FIRE OFFICIAL'S COMMENTS: _____

SIGNATURE / NAME

TITLE

PHONE NUMBER

LAKE COUNTY BUILDING DEPARTMENT

27 Woodland Road

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: 440-354-7504
firechief@concordtwp.com

Leroy Township

Fire Prevention
Leroy Fire Department
13028 Leroy-Center Rd
Painesville Twp OH 44077
Tel: 440-254-4124
fire@leroyohio.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
jmcdonald@perryfire.info

Fairport Harbor Village

Fire Prevention
Fairport Harbor Fire Dept
220 Third Street
Fairport Harbor OH 44077
Tel: 440-352-3620
firechief@fairportharbor.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@madisonfiredist.com

Wickliffe

Captain Douglas M. Leovic
Fire Marshal
Wickliffe Fire Dept
29885 Euclid Ave
Wickliffe OH 44092
Tel: 440-943-7141
Fax: 440-943-7144
dleovic@wickliffefire.org

Grand River Village

Chief Robert Lloyd Grand
River Fire Dept
205 Singer Avenue
PO Box 663
Grand River OH 44045
Tel: 440-352-9133
firechief@grandriverohio.com

Mentor-on-the-Lake

Fire Prevention
City of Mentor on the Lake
Fire Department
5860 Andrews Rd
Mentor on the Lake OH 44060
Tel: 440-257-7216
Fax: 440-257-2766
Firechief@citymol.org

Willoughby Hills

Fire Prevention
Willoughby Hills Fire Dept
35405 Chardon Road
Willoughby Hills OH 44094
Tel: 440-946-1234
FireRescue@WilloughbyHills-OH.gov

Kirtland City

Kirtland Hills

Fire Prevention Bureau
Kirtland Fire Department
9301 Chillicothe Rd
Kirtland OH 44094
Tel: 440-256-8979
Fax: 440-256-4707
thutton@kirtlandfire.com

Painesville Township

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

Willowick

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



Lake County, Ohio

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www.lakecountyohio.gov/buildinginspection

LOCAL ZONING OFFICES

Concord Township

7229 Ravenna Road
Concord Twp OH 44077
Tel: 440-354-7510 x106

Madison Township

2065 Hubbard Road
Madison OH 44057
Tel: 440-428-1120

Timberlake Village

11 Eastshore Boulevard
Timberlake OH 44095
440-475-1763

Fairport Harbor Village

Fairport Harbor
220 Third Street
Fairport Harbor OH 44077
Tel: 440-352-3620

Madison Village

126 West Main Street
Madison OH 44057
Tel: 440-428-7526

Waite Hill

Waite Hill Village Hall
7215 Eagle Road
Waite Hill OH 44094
Tel: 440-942-1612

Grand River Village

205 Singer Avenue
PO Box 663
Grand River OH 44045
Tel: 440-357-5222

Mentor-on-the-Lake

City of Mentor on the Lake
5860 Andrews Rd
Mentor on the Lake OH 44060
Tel: 440-257-7216

Wickliffe

City of Wickliffe
28730 Ridge Road
Wickliffe OH 44092
Tel: 440-943-7115

Kirtland City

9301 Chillicothe Rd
Kirtland OH 44094
Tel: 440-256-3332

Painesville Township

Painesville Twp
55 Nye Road
Painesville OH 44077
Tel: 440-352-1443

Willoughby Hills

City of Willoughby Hills
35405 Chardon Road
Willoughby Hills OH 44094
Tel: 440-975-3550

Kirtland Hills

8026 Chillicothe Road
Kirtland Hills OH 44060
440-974-9090

North Perry Village

4449 Lockwood Road
N. Perry Village OH 44081
Tel: 440-259-4994

Willowick

City of Willowick
31230 Vine Street
Willowick OH 44095
Tel: 440-516-3000

Lakeline Village

33801 Lake Shore Blvd
Lakeline OH 44095

Perry Township

3740 Center Road
Perry OH 44081
Tel: 440-259-5140

Leroy Township

Zoning – 7971 Lester Drive
Leroy Twp OH 44077
Tel: 440-220-0430

Perry Village

3758 Center Road
Perry OH 44081
Tel: 440-259-2671

LAKE COUNTY BUILDING DEPARTMENT

27 Woodland Road Painesville, Ohio 44077
 TEL: 440-350-2636 440-918-2636 FAX: 440-350-2660

COMMERCIAL ELECTRICAL PERMIT APPLICATION

Date: _____
 General Contractor: _____
 Address of Construction: _____ City: _____
 Electrical Contractor: _____
 Phone # _____ Email: _____
 Address: _____

Street City State Zip

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.

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.

Electrical Contractor's **SIGNATURE**: _____
 Electrical Contractor's **PRINTED NAME**: _____

	Quantity	Unit Price	Total
BASIC FEE		\$80.00	
New Service: Less than 600 Amps ()New ()Change ()Upgrade ()Repair		\$40.00	
600 to 1200 Amps		\$55.00	
Over 1200 Amps		\$110.00	
Temporary Power Pole (Separate permit required with basic fee)		\$40.00	
Subfeed After Main Disconnect		\$40.00	
Duplex Outlets, Receptacles, Switches, Fixtures:		\$0.60	
Power Outlets / Motors		\$6.00	
Electric Resistance Heat for Heat Pump, AC, Mini Split Unit, Electric Water Heater, etc.		\$50.00	
Transformers: Step up / Step down not under power company control		\$17.00	
X-Ray Machines		\$5.00	
Miscellaneous – Carnivals, Circuses, Tents, Canopies		\$50.00	
Pole Lighting - Per Pole (Separate permit required with basic fee)		\$6.00	
Electric to Septic (Separate permit required with basic fee)		\$50.00	
Generator/Solar Panels (Electrical and gas piping diagrams and separate permit required with basic fee and plan review fee)		\$60.00	
Signs (Separate permit required with basic fee)		\$17.00	
Plan Review Fee (\$100 per hour if applicable)			
SUBTOTAL:			
TAX ASSESSMENT – COMMERCIAL – 3 %		3%	
TOTAL:			

REINSPECTION FEE - \$55 - A reinspection shall be required when the inspector must return to work that was not ready, approved prints not on job site, building was locked, and / or had failed a previous inspection. Fee must be paid prior to scheduling final inspection, or if two (2) fees are assessed on a project, fees are due before the next inspection is scheduled.

If mailing in application and a receipt is required, a self-addressed-stamped-envelope MUST be submitted. All checks to be made payable to the "Lake County Treasurer".