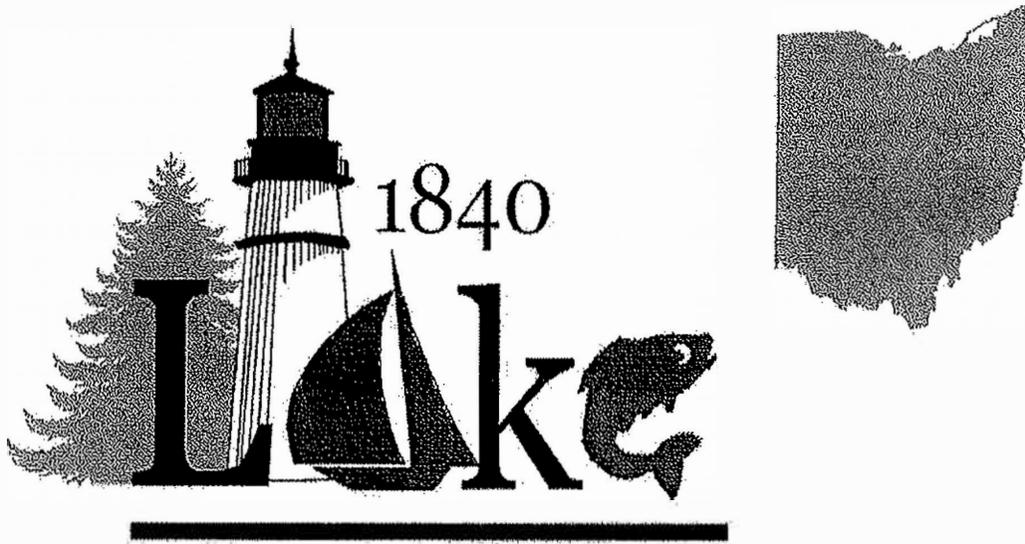


TEMPORARY  
TENTS & CANOPIES

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](http://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 2017 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

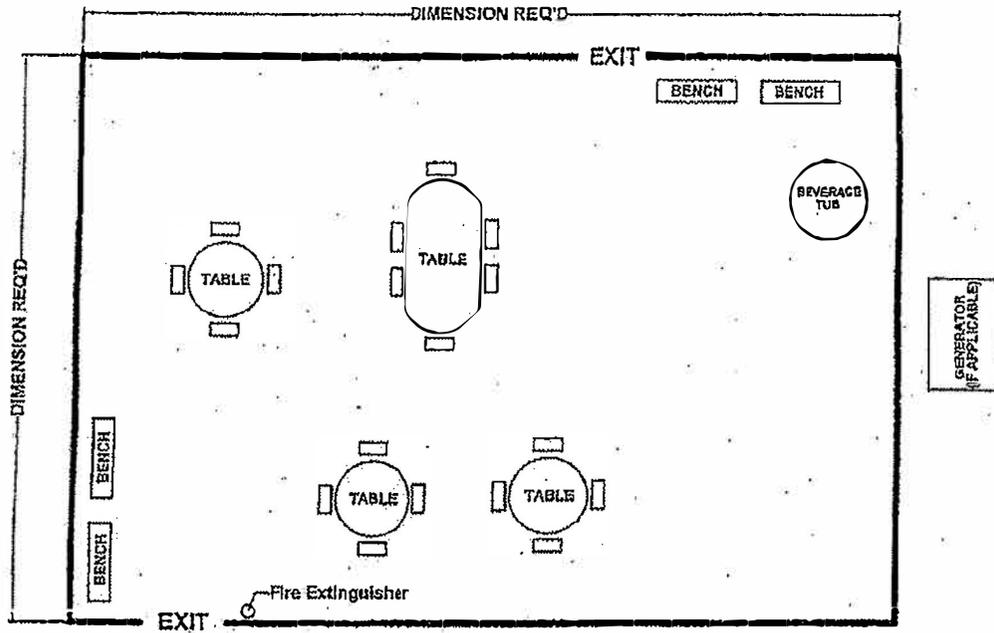
## **II. Plan Submittal Requirements - Cont'd**

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 APPLICATION

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 \_\_\_\_\_

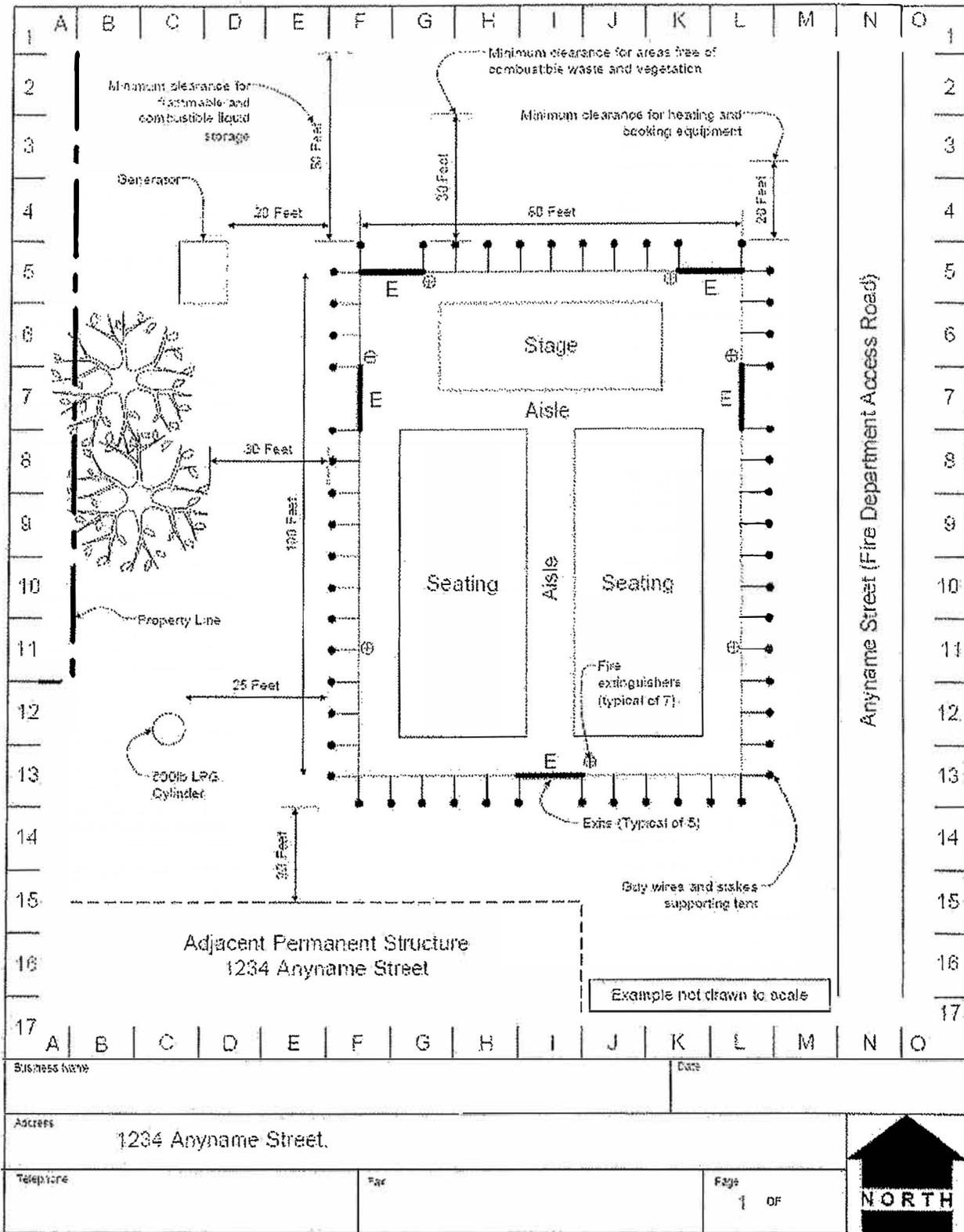
**The Flame Retardant Process Used Will Not Be Removed by Washing**  
(will or will not)

By \_\_\_\_\_  
Name of Applicant or Production Superintendent

FLAME SPREAD CERTIFICATE  
(ITEM 2)

# EXHIBIT B

## Site Plan



**LAKE COUNTY BUILDING DEPARTMENT**

27 Woodland Road, Painesville, Ohio 44077  
Tel: 440-350-2636 440-918-2636 Fax: 440-350-2660  
www.lakecountyohio.gov/buildinginspection

**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/](http://www.lakecountyohio.gov/buildinginspection/)

Pursuant to the 2017 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

## 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](http://www.lakecountyohio.gov/buildinginspection)

### LOCAL ZONING OFFICES

#### Concord Township

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

#### Fairport Harbor Village

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

#### Grand River Village

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

#### Kirtland City

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

#### Kirtland Hills

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

#### Lakeline Village

33801 Lake Shore Blvd  
Lakeline OH 44095

#### Leroy Township

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

#### Madison Township

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

#### Madison Village

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

#### Mentor-on-the-Lake

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

#### Painesville Township

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

#### North Perry Village

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

#### Perry Township

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

#### Perry Village

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

#### Timberlake Village

11 Eastshore Boulevard  
Timberlake OH 44095  
440-475-1763

#### Waite Hill

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

#### Wickliffe

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

#### Willoughby Hills

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

#### Willowick

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