

Tent and Canopy Permit Application and Requirements

The following guidelines have been established to help business owners identify what is needed to obtain an approval and a building permit for the installation of a temporary structure for commercial use. A Tent is defined by the code as a structure or shelter constructed of fabric or other pliable material supported by any manner except by air or the contents that it protects. A Canopy is a structure, enclosure, or shelter constructed of a fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

All tents that are greater than 200 sf and canopies greater than 400 sf with a duration of less than seven days require permits and shall submit the below information on this form for such. **Occupancy of a tent or canopy structure greater than 200 and 400 sf respectively with duration from 8 to 180 days shall require construction documents and approval in accordance with Section 106 of the Ohio Building Code; (full plan approval with Ohio licensed Architect or Engineer).** Special events will be assessed by the Building Official as to their respective requirements.

Electrical and plumbing permits may be required depending on the use of the structure. Plumbing information can be obtained through the Mahoning County District Board of Health, (330-270-2855). An electrical permit is required for the wiring of any egress and/or accessory lighting. Also it is important to note that all electrical contractors must be registered for commercial work in Mahoning County. All electrical information and permits can be addressed through the Central Electric Inspection Bureau, (CEIB 330-744-5238).

THE FOLLOWING INFORMATION SHALL BE REQUIRED FOR A BUILDING PERMIT TO BE ISSUED:

SUPPORTING PERMITS: ZONING, ELECTRIC AND PLUMBING

YOU MUST HAVE ALL APPLICABLE SUPPORTING PERMITS PRIOR TO SUBMITTING YOUR APPLICATION

THIS COMPLETED FORM AND CHECK FOR \$87.55; PAYABLE TO: MAHONING COUNTY BUILDING DEPARTMENT

SITE PLAN: SHOW LOT AND TENT SIZES WITH ALL SET BACK DIMENSIONS FROM EXISTING

STRUCTURES (MUST BE A MINIMUM OF 12 FEET FROM ADJACENT STRUCTURES AND TENTS)

DETAILS:

PROJECT/EVENT NAME: _____

PROJECT/ EVENT ADDRESS: _____

TENT CANOPY DATES OF OPERATION: _____ TO _____

SIZE _____ SHAPE _____ TIME OF OPERATION: _____

FOOD AND/OR DRINK CONSUMPTION ASSOCIATED WITH STRUCTURE: YES NO

ELECTRICAL SERVICE WITHIN/ ASSOCIATED WITH STRUCTURE: YES, permit required NO

ANCHORAGE: TENTS/ CANOPIES MUST BE STAKED AT EACH POST WITH A MINIMUM OF ONE INCH DIAMETER BY TWO FOOT LONG STAKES DRIVEN A MINIMUM OF 18 INCHES INTO THE GRADE. CONCRETE BUCKETS ARE PROHIBITED.

BRIEFLY DESCRIBE PROPOSED USE OF STRUCTURE AND EVENT: _____

Your information will be reviewed to determine if the proposed project/ event meet code. You will be notified if additional information is required or that the project has been approved, the type of inspections required and that your permit is ready for pickup. Please note: with all of the required information, this process can be completed in as little as two to three days.

The above information has been submitted in good faith and is true and accurate to the best of my knowledge,

Applicant: _____ **Date:** _____ **Contact #** _____

PLEASE RETURN FORM ALONG WITH PAYMENT AND ABOVE INFORMATION

THIS SECTION FOR BUILDING DEPT. USE ONLY

PERMIT TECH: _____ **DATE:** _____

_____ ADDITIONAL INFORMATION REQUIRED; _____

_____ PLAN APPROVAL REQUIRED INSPECTIONS: _____ FIRE DEPT. FINAL

BUILDING OFFICIAL/ PLANS EXAMINER: _____ **DATE:** _____

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