

COUNTY OF LAKE

BOARD OF COUNTY COMMISSIONERS

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DEPARTMENT OF LAKE COUNTY BUILDING INSPECTION
GERALD C. FLANIK, Chief Building Official

TEMPORARY TENTS, CANOPIES AND MEMBRANE STRUCTURES

PURPOSE

To provide information on plan submittal and other general requirements regarding the use of tents, canopies and membrane structures according to the 2007 Ohio Building Code (OBC).

SCOPE

OBC 3102.1.1 Approval required.

Tents and membrane structures having an area in excess of 200 square feet and canopies 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. Canopies open on ALL sides which comply with all of the following:
 - 2.1. Individual canopies having a maximum size of 700 square feet.
 - 2.2. The aggregate area of multiple canopies 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 tent is a temporary structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects.



CANOPY - A canopy is a temporary structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without side walls or drops on 75 percent or more of the perimeter.



MEMBRANCE STRUCTURE - A membrane structure is an air-inflated, air-supported, cable, or frame-covered structure as defined by the Ohio Building Code and not otherwise defined as a tent, canopy or awning.



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

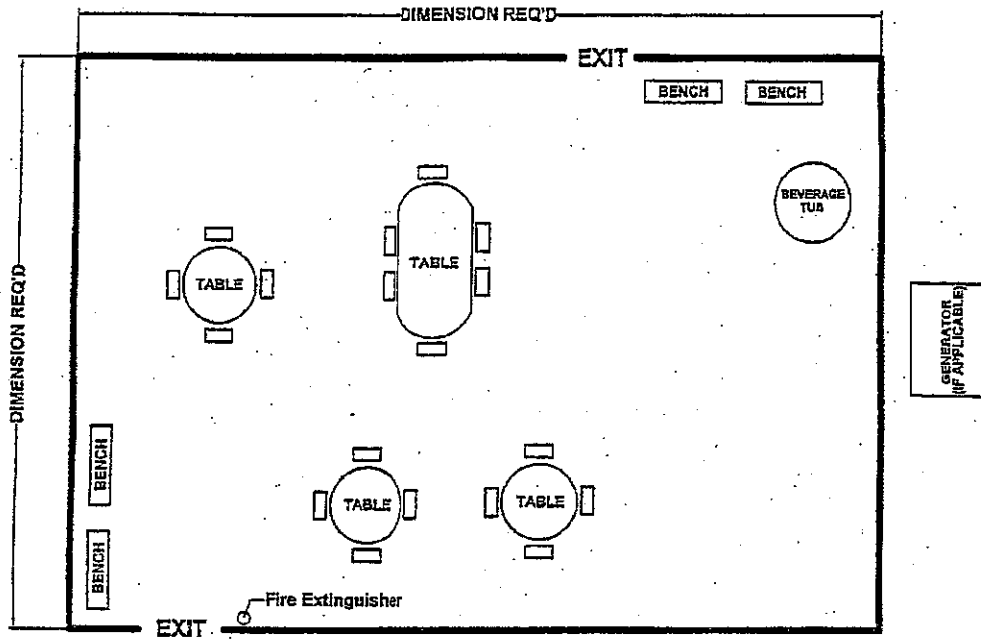
The Submittal Package for a temporary structure(s) must consist of the documents:

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.

EXHIBIT A



**TENT SEATING PLAN
(ITEM 1)**

Certificate of Flame Resistance



REGISTERED APPLICATION
- 99999999 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 _____

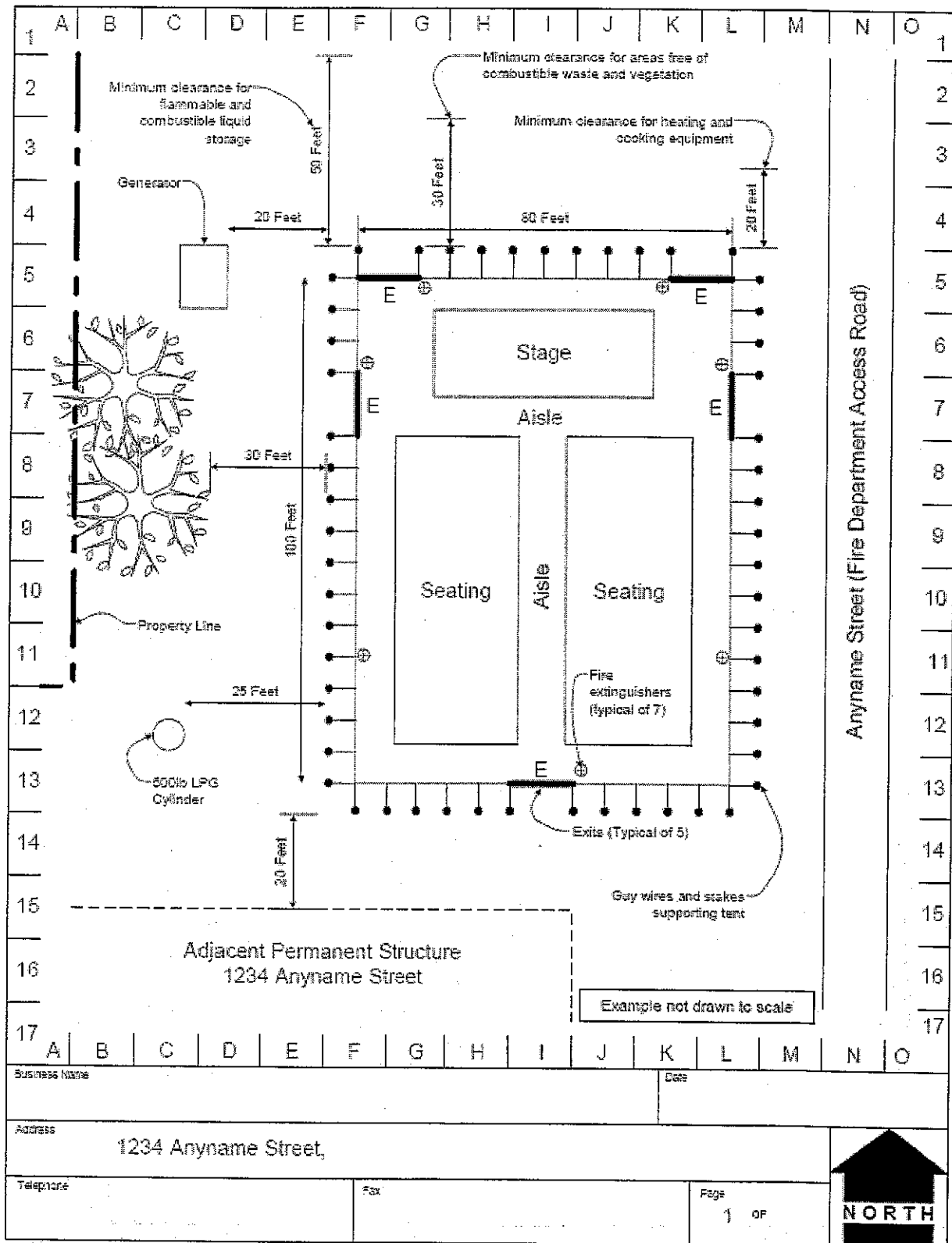
(b) The articles described below hereof are made from a flame-resistant fabric or material registered and approved by the State Fire Marshal for such use; Fabric has been tested and passes NFPA701-96. VINYL
Trade name of flame-resistant fabric or material used _____ Reg. No. _____
The Flame Retardant Process Used Will Not Be Removed by Washing
(will or will not)

By _____ Title _____
Name of Applicant or Production Superintendent

**FLAME SPREAD CERTIFICATE
(ITEM 2)**

EXHIBIT B

Site Plan



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.

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

TEL: 440-350-2636 440-918-2636 FAX: 440-350-2660

www2.lakecountyohio.org/buildinginspection/

LOCAL FIRE DEPARTMENT SUBMITTAL FORM

Pursuant to the 2007 Ohio Building Code, Section 106: 106.1.2(5), if you are submitting commercial 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

Other (_____)

Once the drawings have been submitted to the Local Fire Department, the Fire Official will have one week to 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

PHONE NUMBER

TITLE

PLEASE USE ADDITIONAL SHEETS IF REQUIRED.

LAKE COUNTY BUILDING DEPARTMENT
27 Woodland Road Painesville, Ohio 44077
(440) 350-2636 (440) 918-2636 FAX (440)350-2660
www2.lakecountyohio.org/buildinginspection/

2009 GENERAL CONTRACTOR'S REGISTRATION APPLICATION

REGISTRATION FEE: \$100.00

Please Make Checks payable to: **LAKE COUNTY TREASURER & if mailing in, please
enclose a SELF-ADDRESSED, STAMPED ENVELOPE**

Date: _____

Name of Applicant: _____

Home Address: _____
Street City State Zip Code

Home Telephone Number: _____ Cell Phone Number: _____

Company Representing: _____

Business Address: _____
Street City State Zip Code

Business Telephone Number: _____ Fax Number: _____

Please list **names of any additional personnel authorized** to obtain permits for the above company. If more space
is needed, please attach a separate sheet.

Please list any current registrations or licenses you hold in other communities:

GENERAL CONTRACTORS ARE RESPONSIBLE FOR OBTAINING FINAL OCCUPANCY INSPECTIONS

PLEASE NOTE: This form must be notarized.

I subscribe that, if registered, I will abide by the provisions set forth in the code of building regulations
for the unincorporated areas of Lake County and the areas where the Lake County Building Department
has jurisdiction. I will obtain all necessary permits and required inspections including final inspections.
I will maintain a set of approved construction documents on site, and I will comply with all approved
construction documents, codes, and standards. This certificate of registration can be revoked at the
discretion of the Lake County Building Department for violations of the Building Codes or failure to
obtain permits and required inspections, or other just cause, including violations of the provisions of
this paragraph.

APPLICANT'S SIGNATURE

_____ *being duly sworn deposes and says that the information provided
herein is true and sufficiently complete so as not to be misleading.*

Subscribed and sworn before me this _____ day of _____ 20 _____

SEAL

NOTARY SIGNATURE

NOTARY STAMP or PRINT NOTARY NAME _____

Expiration Date of Commission: _____ Commission Recorded In: _____

REGISTRATIONS ARE VALID FROM JANUARY 1ST - DECEMBER 31ST OF EACH YEAR.

2009 APPLICATIONS ARE BEING ACCEPTED AS OF November 1, 2008 Revised 11/2008