



300 W. Reagan Parkway, Medina, OH 44256
Telephone 330 725-1772 www.medinaoh.org

**TEMPORARY TENTS & MEMBRANE STRUCTURES
APPLICATION
(APPLICABLE 400 SF OR MORE)**

Temporary
Tent Permit

*Dates / Duration of Request _____

Start Time _____ End Time _____

Address/location where placement will be _____

Applicants Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ E-mail _____

Type of Structure: _____ Structure Square Feet: _____

Per Ohio Fire Code 1301:7-7-24 (other code sections may also apply):

All tents no matter the size need to meet the following requirements:

- 1) Be flame-retardant and have documentation.
- 2) Following Manufactures requirements to be adequately roped, braced and anchored to withstand the elements of the weather and prevent against collapsing. Each leg of the tent must be secured with weights, weighing between 25 to 40 lbs. Weights can either be attached to each leg of the tent or securely tied to all 4 sides of the tent frame with the weight resting on the ground.
- 3) Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent while open to the public unless approved by the Fire Code Official.
- 4) When multiple tents are placed side by side and the aggregate area equals 700 square feet a fire break clearance of 12 feet is needed.
- 5) All tents having an area in excess of 400 square feet or being used for a place of assembly shall obtain a permit and approval from the Fire Code Official.

The undersigned hereby applies to the City of Medina, Ohio for placement permission of a *temporary tent and other membrane structures*, to be installed in compliance with the regulations contained in the Ohio Fire Code Section and with the representations made herein, all of which the undersigned affirms to be true and accurate.

Signature of Applicant _____ Date: _____

Print Name of Applicant signing this document _____

Permit Approved & Issued By: _____ Date _____

(Fire Code Official)

Please have the Tent installed 30 minutes prior to event for inspection.