



# SPRINGBORO

320 W. Central Ave.  
Springboro, Ohio 45066  
(937) 748-9791 PH  
(937) 748-6860 FX

NO FEE

## TENT PERMIT APPLICATION

[build@cityofspringboro.com](mailto:build@cityofspringboro.com)

**See Page 2 for documents required to be submitted with application.**

**Please allow five days to process application.**

**ADDRESS:** \_\_\_\_\_

☐-RESIDENTIAL

☐-COMMERCIAL

<u>PLEASE PRINT</u>	Name	Address	Phone Number & Email <small>*BOTH REQUIRED TO PROCESS APPLICATION*</small>
Property Owner			
Contractor			

**Person Responsible for Monitoring Weather:**

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Description of Work:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_ **Time(s):** \_\_\_\_\_

**No. of OPEN Tents:** \_\_\_\_\_ **Tent Sizes:** \_\_\_\_\_

**No. of ENCLOSED Tents:** \_\_\_\_\_ **Tent Sizes:** \_\_\_\_\_

**Cooking in Tents?** ☐-YES **Electric in Tents?** ☐-YES (electrical permit required)  
☐-NO ☐-NO

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her agent. All information on this application is true and correct to the best of my knowledge.

**Applicant's Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

OFFICE USE ONLY

**APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



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[www.ci.springboro.oh.us](http://www.ci.springboro.oh.us)

Please provide the following information **in pdf format** when applying for a tent permit:

1. Site plan showing location of tent(s), property lines, existing structures, parking lots and drives.
2. Floor plan for each tent showing aisle ways and exits.
3. Provide copies of flame spread certification of tent material.
4. Provide paperwork showing tent(s) is capable of withstanding wind load of 90 MPH per OBC Section 1609.

Design items to consider when planning:

1. **A permit is required for:** closed-sided tents over 400 sq. ft. and single or multiple tents open on all sides over 700 sq. ft.
2. Tent structures with an aggregate area not exceeding 15,000 sq.ft. and used for cooking shall be located a minimum of 20 feet away from the property line, other tents, parked vehicles, and combustible material or vegetation that can create a fire hazard. Tent structures over 15,000 sq.ft. shall have a separation distance of 50 feet minimum.
3. Maximum travel distance to an exit shall be 100 feet.
4. Cooking tents are required to have a Class K fire extinguisher.
5. Cooking equipment that produces sparks or grease-laden vapors shall not be located within 20 feet of tents or less than 10 feet from exits or combustible materials.
6. A minimum 2A20BC portable fire extinguisher shall be required every 75 feet of travel.
7. "NO SMOKING" signage required.
8. All 125V, 15A and 20A non-locking receptacles and all equipment readily accessible to the general public supplied from a 125V, 15A or 20A branch circuit shall be GFCI protected.
9. Non-metallic sheathed cable shall be permitted for branch circuit wiring where not exposed to physical damage. If subject to physical damage it shall be provided with mechanical protection. Flying splices will be acceptable if not readily accessible.
10. Receptacles and luminaires shall not be supplied from the same circuit.
11. All lamps for general illumination shall be protected or guarded. Festoon lighting shall be fed with not less than 12 AWG wire. All spans exceeding 40 feet shall be supported by messenger wire. The messenger wire shall be supported by strain relief insulators.
12. Exit and emergency lighting shall be supplied by the same circuit supplying area lighting.
13. Egress lighting shall not be GFCI protected.
14. Extension cords shall be a minimum of 14 AWG wire and shall be capable of supplying required amperage to the branch circuit per 2024 NEC.
15. All work to meet the applicable requirements of the 2024 OBC, 2023NEC, and 2025 OFC.