



COMMUNITY DEVELOPMENT SPECIAL EVENT APPLICATION

- Applications shall be submitted at least 45 days prior to the event to allow for commercial plan review.
- See page 2 for submittal information.
- Incomplete applications or submittals will not be accepted/reviewed
- A separate electric permit is required if you are installing an electric panel for your event. A licensed, registered contractor must pull the electrical permit.

Event	Event Name _____
	Event Location _____
	Event Date & Time _____
	Event Contact Name _____
	Contact Phone Number _____ Email _____
	Assembly Date _____ Inspection Date/Time _____ Dismantle Date _____

Supplier Registration	All suppliers of the event equipment shall be listed below or on attached sheet. Suppliers listed with the application are valid to work the event once the permit is issued.
	Supplier Name _____ Tax ID# _____
	Supplier Address _____
	Supplier Phone # _____
	Supplier Name _____ Tax ID# _____
	Supplier Address _____
	Supplier Phone # _____
	Supplier Name _____ Tax ID# _____
	Supplier Address _____
Supplier Phone # _____	

Fees	<input type="checkbox"/> Temporary Generator	<u>Quantity</u>	<u>Fee</u>	<u>Fees Due</u>
	<input type="checkbox"/> Enclosed Tents (over 400sf.)	_____	25.00 / each	_____
	<input type="checkbox"/> Open Sided Tents (over 700 sf.)	_____	25.00 / each	_____
	<input type="checkbox"/> Stage	_____	50.00	_____
	<input type="checkbox"/> Bleachers	_____	50.00	_____
	<input type="checkbox"/> After hours inspection(1 st 2 hrs)	_____	195.00	_____
	each additional hour	_____	65.00 / hr	_____
			SUBTOTAL	_____
		State 3% fee	Subtotal x .03	_____
	<input type="checkbox"/> Temporary Parking lot, etc.	_____	30.00	_____
	<input type="checkbox"/> Temporary Signage	_____	No Fee	_____
			TOTAL FEES DUE	_____

Submittal Requirements	<ol style="list-style-type: none"> 1. General <ol style="list-style-type: none"> a. 4 copies of all information shall be submitted for review. b. Provide a site plan to scale locating all relevant structures including tents, stage, bleachers, generators, toilet facilities. Include dimensions between structures and all property lines. 2. Tents, Stages and Bleachers <ol style="list-style-type: none"> a. All plans, calculations and details including hold down method shall be sealed by a design professional registered in the State of Ohio. b. Application shall provide contact information for the owner and the tent installer. The final inspection needs to be scheduled to allow adequate time to resolve issues prior to the event. c. State that the tents will be installed in compliance with the 2017 Ohio Building Code. d. Provide a floor plan with egress route, occupant load, dimensions, seating layout, exit signage, and fire extinguisher location. Identify size and type of any heating equipment. If there is any power in the tent provide details including grounding information, panel size, type and size of power cord feeding the tent, a one-line drawing of what is being powered. e. Provide a high wind hold down procedure. 3. Generators <ol style="list-style-type: none"> a. Provide product information for all generators including sizing and grounding. Show location on site plan at least 10 feet from any structure. Identify protective barriers if tent will be near any vehicles. 4. Temporary Parking Lot <ol style="list-style-type: none"> a. Provide site plan showing location, material, public access and duration. 5. Temporary Signage <ol style="list-style-type: none"> a. All signage must comply with current sign code regulations which can be found in Codified Ordinances Section 1169.10, Temporary Signs. b. List of all locations for promotional signage to be used during and prior to your event including a dimensioned color rendering of the signage. c. List of all locations for directional signage to be used during and prior to your event.
Signature	<p>I hereby certify that I am the owner of the named property, or 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 authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.</p> <p>Applicant Signature _____ Date _____</p>