



COMMUNITY DEVELOPMENT SPECIAL EVENT APPLICATION

	<ul style="list-style-type: none"> 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	<p>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.</p> Supplier Name _____ Tax ID# _____ Supplier Address _____ Supplier Phone # _____ Supplier Name _____ Tax ID# _____ Supplier Address _____ Supplier Phone # _____																																																				
Fees	<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;"></th> <th style="text-align: center; border-bottom: 1px solid black;">Quantity</th> <th style="text-align: center; border-bottom: 1px solid black;">Fee</th> <th style="text-align: center; border-bottom: 1px solid black;">Fees Due</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Temporary Generator</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">25.00 / each</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td><input type="checkbox"/> Enclosed Tents (over 400sf.)</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">25.00 / each</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td><input type="checkbox"/> Open Sided Tents (over 700 sf.)</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">25.00 / each</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td><input type="checkbox"/> Stage</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">50.00</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td><input type="checkbox"/> Bleachers</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">50.00</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td><input type="checkbox"/> After hours inspection(1st 2 hrs)</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">195.00</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="padding-left: 40px;">each additional hour</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">65.00 / hr</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">SUBTOTAL</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="text-align: center;">State 3% fee</td> <td style="text-align: center;">Subtotal x .03</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td><input type="checkbox"/> Temporary Parking lot, etc.</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">30.00</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td><input type="checkbox"/> Temporary Signage</td> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;">No Fee</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">TOTAL FEES DUE</td> <td style="border-bottom: 1px solid black;"></td> </tr> </tbody> </table> <p align="center">Plan review fees will be charged at \$130.00 / hour and due at time of pickup.</p>		Quantity	Fee	Fees Due	<input type="checkbox"/> Temporary Generator		25.00 / each		<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	
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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>

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