



Temporary Structure Permit Application

MUST BE SUBMITTED 30 DAYS PRIOR TO EVENT

111 N Front Street, Columbus, Ohio 43215 • Phone: 614-645-6090 • bzs.columbus.gov

ALL FEES ARE NON-REFUNDABLE

Make checks payable to the Columbus City Treasurer

For submittal requirements refer to Construction Industry Communication (CIC) #29.

Event Information: Commercial/Private/Gated/Ticketed Festival (free and open to the public)

Event Address _____ Tax District/Parcel Number _____ Event Name _____

Provide description of event location, including geographical boundaries, street names, and park or business name:

Is any part of the event fenced or is the exit from the event restricted in any way? YES NO

Event Set Up Date _____ Event Tear Down Date _____ Est. Total Event Attendance _____ Est. Peak Attendance _____

Event Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Date							
Opening Time							
Closing Time							

Tent/Membrane Structure Dimension(s) (i.e. 20'x20')	Quantity	Method of Anchoring	Side Wall(s) Down?
			YES NO
			YES NO
			YES NO
			YES NO
			YES NO

Stage or Platform Dimension(s) <i>Vehicular/mobile stages are not regulated by Building & Zoning.</i>	Height from Grade	Quantity	Overhead Covering?	If Overhead Covering; Method of Anchoring
			YES NO	
			YES NO	
			YES NO	
			YES NO	
			YES NO	

Provide description of additional temporary structures (including fencing over 6' from grade):



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Will any of the following be present at the event? *(All must be indicated on site plan)*

Propane (LPG) or other flammable combustible gas for cooking, heating, etc.	YES	NO
Open Flame: candles, solid fuel (sterno), butane, etc.	YES	NO
Cooking operations (includes food trucks/trailers); If YES, # of vendors: _____	YES	NO
Generator(s)	YES	NO
Tent heaters	YES	NO

Electrical Information:

Electric Power is plugged into permanently mounted existing exterior GFCI receptacles or connection is made to a small portable generator that does not utilize distribution panels. ***An electrical permit is not required.**

Temporary lighting and power is hard wired (new service and panel are being installed) or lighting and power are being supplied by vehicle or trailer mounted generator. **An electrical permit is required¹. Please provide electrical contractor contact information below. An electrical permit application must be completed by an electrician registered to work in the City of Columbus.**

Company/Contractor Name

Telephone Number/Ext.

Owner of Record of Festival Site:

Individual Name

Company Name

Street Address

City, State, Zip

Telephone Number/Ext.

Fax Number

E-Mail Address

Contractor:

City of Columbus Registration No.

Company/Contractor Name

Telephone Number/Ext.

E-Mail Address of Project Manager (for inspection notification emails)

Description/Scope of Work:

Contractor:

City of Columbus Registration No.

Company/Contractor Name

Telephone Number/Ext.

E-Mail Address of Project Manager (for inspection notification emails)

Description/Scope of Work:

PLEASE NOTE: Incomplete information will result in the rejection of this submittal.

¹Electrical permit fee is waived for festivals.



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Applicant: Event Organizer Owner Other: _____

Name (Contact Person) Company Name Street Address City, State, Zip

Telephone Number/Ext. Fax Number E-Mail Address

The following minimum submittal requirements must be included with your application:

(For detailed submittal requirements refer to CIC #29.)

- Site plan
- Event safety plan
- Flame resistant certificate for each size of tent and each size of stage canopy
- Tent and temporary structure floor plan(s)
- Manufacturer's specifications and installation instructions for each size of tent and stage

Would you like to submit payment online?² Yes³ No

Inspection Information:

Inspections are required to validate the work performed complies with the scope of work detailed on the permit and approved plans. Before a permit can be completed and closed, all required inspections must be approved. It is the responsibility of the permit holder to ensure inspections are requested and performed prior to occupancy or start of the event.

Building and Zoning Services Inspection Requests

- Columbus.gov/ca can be scheduled until midnight, for the the next business day
- 614-645-8235 requests received before 4:00 p.m. on a day of business will be scheduled for the next business day
- After hour inspection requests may be charged a premium, can be requested online or by phone, but must be received before 2:30 p.m. on the business day before the requested inspection date.

Division of Fire, Fire Protection Bureau Inspection Requests

- Sites must be setup and ready for the Fire Protection Bureau inspection at least 2 hours prior to opening for each day of the event.

Requested date and time for the Building & Zoning Services inspection: _____

Primary On-Site Contact:

Name Telephone Number/Ext. E-Mail Address

Secondary On-Site Contact:

Name Telephone Number/Ext. E-Mail Address

PLEASE NOTE: Incomplete information will result in the rejection of this submittal.

²Fee waived for festival permits.

tmt 01/20

³Payment instructions will be sent to the Applicant's email address.