

Installation and use of a temporary tent at a commercial location requires a permit to ensure compliance with the Blue Ash and Ohio Building, Fire, and Zoning Codes as follows:

Based on 2017 Ohio Building Code (OBC) Section 3103 Temporary Structures and 2017 Ohio Fire Code (OFC) Chapter 24 Tents and Other Membrane Structures.

Temporary Tents and Membrane Structures erected for a period of less than 180 days.

**Approval (Permit) required for tents and membrane structures.** For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary tent or membrane structure. (Section 3103.1.2 OBC)

1. An individual tent or membrane structure with an area **in excess of 400 square feet**; or
2. Multiple tents or membrane structures with an aggregate area **in excess of 400 square feet** when adjacent temporary tents or membrane structures are located within 12 feet of one another.

**Exceptions:**

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides which comply with **all** of the following:
  - 2.1. Individual tents having a maximum size of 700 square feet.
  - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total.
  - 2.3. A minimum clearance of 12 feet to all structures and other tents.

To obtain a permit, three (3) sets of the following information are required for tents over 400 square feet not meeting all exceptions or tents over 700 square feet:

1. **Site Plan** (Includes: lot dimensions, footprint of existing buildings and location of tent.)
2. **Anchorage Detail** (Section 2403.9 OFC)
3. **Flame Resistant Material Certificate** complying with NFPA 701 (Section 2404.4 OFC)
4. **Floor Plan** for tents with 50 or more persons indicating means of egress, seating arrangement and location and type of any heating or electrical equipment. (Section 2403.6 OFC)

Tents having a square footage of 400 or less do not require a permit, but must comply with Building & Fire Codes. For any Fire Code questions, please call the Fire Department at 513-745-8533

An inspection is required from the Building Department when the tent is erected and ready for use.  
**Approved Plans with Anchorage Detail is REQUIRED On Site.**

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## **Building and Zoning Permit Submittal**

The Building/Electrical/Zoning/Sign Permit application form must be submitted with all of the above information. **The application must be submitted at least 10 business days prior to the date that you wish to erect the tent.** Call 513-745-8520 for deposit amount due with submittal.

## **The tent must be inspected prior to occupancy.**

Please call the Building Department at 513-745-8522 to schedule an inspection or if you have any questions or need more information.