



City of Mansfield

Tim Theaker, Mayor

Bureau of Buildings, Inspections, Licenses and Permits

30 N. Diamond Street - Mansfield, OH 44902 – (419)755-9688 Fax-(419)755-9453

www.ci.mansfield.oh.us

TEMPORARY TENT/CANOPY APPROVAL APPLICATION

This application is to be used for Temporary Tent installations/uses for tents installed up to 180 days. For tents that do not require building plan approval, only a Zoning Application is required to be submitted. Please see the Tent Approval Guide for specific approval requirements and Exceptions to the approval process. Please print or type. All sections must be completed. Please note that all contractors must be registered in accordance with City Code Part 13, Chapter 1333.

Project Information			Tent Installer Information		
1	Owner		8	Name/Title	
2	Address		9	Company	
3	Phone		10	Address	
4	Email		11	City, State, Zip	
5	City, Zip		12	Phone	
6	Parcel ID		13	Email	
7	Project located in local flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No		14	City Contractor Registration #	

Fees are to be paid at the time of application. Fees are charged per the most current fee schedule as adopted by the City of Mansfield.

15. Scope of Work Tent Canopy

Setup Date _____ Removal Date _____

Event Date(s) _____ Event Hours _____

Tent Size _____ Height of Tent _____ # of Occupants _____

Food and/or Drink Consumption Associated with the Structure? Yes No

Electrical Service and/or Electrical Equipment within or associated the Structure? Yes No

Cooking Operations within Tent Structure? Yes No

Will the tent be heated or air-conditioned? Yes No

Will sidewalls be installed on the tent during the period(s) in which the tent is occupied? Yes No

If yes, how many sides will walls be installed on? _____

Attach the following information:

16. Site Plan. A Google Map or similar photo is adequate provided that proper dimensions and information are clearly indicated on the plan
 - a. Location of property lines
 - b. Location of tent/canopy structure(s)
 - c. Location of toilets
 - d. Location of parking and site arrival points
 - e. Location of electrical service equipment or generator
 - f. Location of cooking equipment if used
 - g. Location of fuel storage where fuel is provided for heating or cooking.
17. Floorplan showing the use of the tent and layout of areas, seating, aisles, egress/evacuation routes, etc.
18. Written acknowledgement of the property owner with regard to the tent installation.
19. Tent Structural and Anchorage Information from the Tent Manufacturer.
 - a. An Emergency Evacuation Plan also must be submitted where the tent structure does not meet the minimum wind loads for the location where the tent is installed.
20. Membrane Certification from the Tent Manufacturer regarding the flame resistance of the tent material
21. Electrical Details/Information where electrical equipment is being provided.
22. Mechanical/Heating Details/Information where such equipment is being provided.

The following conditions apply to this application:

- Portable Fire Extinguishers shall be provided in the tent.
- No smoking is allowed in, under or alongside any tent or in any area where combustible material is present such as around paper, hay, straw or combustible displays.
- Cooking or exposed flames such as charcoal, gas, or gasoline cooking devices or any other open flame device not approved by the fire department, is not permitted to be located within 20 feet of any tent used for assembly purposes or any tent open to the public.
- Any tent used for COOKING must be located at least 20 feet from all other tents and can be occupied only by persons utilizing the space for cooking processes. The sides of the tent must be kept open for quick egress. No one else may come in or be under the tent. BEWARE: Most "EZ-Up" Brand Tent Shelters are NOT permitted for cooking.
- Liquefied Petroleum (LP) Gas Containers stored outside the tent are not permitted to be located within five feet of the tent, under tents, or in the public way. Unused or unattended LP tanks are required to be protected from tampering by locking or removing the valve handles. All containers must be protected from vehicle impact and kept secured (tied) so they will not tip, fall or be knocked over.
- A structural and fire inspection shall be requested and performed after the tent is erected and prior to occupancy of the tent. Where electrical equipment is provided, an electrical inspection shall also be requested and performed prior to occupancy of the tent.

23. I hereby certify that I am the Owner Agent for the Owner and all information contained in this application is true, accurate, and complete to the best of my knowledge. All official correspondence and approvals in connection with this application should be sent to my attention at the address shown above in the Project or Contractor information boxes.

Applicant Name and Signature

Date