



**CITY OF NORWOOD**  
**Office of the Safety-Service Director**  
Phone: (513) 458-4503 Fax: (513) 458-4502  
Email: [ssd@norwoodohio.gov](mailto:ssd@norwoodohio.gov)



**PROCEDURE FOR OBTAINING AN EVENT PERMIT**

1. Obtain your "Event Packet" from the Safety-Service Director's office.
2. If you are going to have signs, tents, or temporary electric, you will need to contact Building Inspector Mark Reeves or Secretary Carri Town in the Building Department at (513) 458-4510.
3. You will also need to contact IBI for any temporary electric or if you are using a generator.
4. If you are having food, you will need to contact Sanitarian Sarah Moore in the Health Department at (513) 458-4600.
5. If you are going to be using Propane, you will need to contact Inspector Joe Jones at the Fire Department at (513) 458-4558.

This packet contains:

- A. Event Application.
- B. Event Checklist.

Determine which of the following forms you need to fill out:

- C. **Building and Property Maintenance Information. Forms attached:**
  1. Commercial Building Permit Application for signs and awnings;
  2. Repair Permit Application for tent permit;
  3. Tent information;
  4. Contact Information from IBI.
- D. **Health Department Information. Forms attached:**
  1. Application for license to conduct either a Temporary Food Service Operation or Retail Food Establishment;
  2. Temporary Food Operation Permit;
  3. Temporary Food Service Permit.
- E. **Fire Department, Bureau of Fire Safety Information.**  
Please contact Inspector Joe Jones (513) 458-4558 if you are using Propane.

6. Fill out the Event Application, Event Checklist, and the pertinent applications, and return those forms to the Safety-Service Director's Office. Those forms will be forwarded to the appropriate department. However, you must contact them yourself to obtain the permits.
7. After you have obtained your preliminary permits (if required) from the Building Department, Health Department, and Bureau of Fire Safety, you must obtain the Event Permit from the Safety-Service Director's Office. This permit as well as Building, Health, or Fire permits are to be displayed at your event.



**CITY OF NORWOOD**  
**Office of the Safety-Service Director**  
Phone: (513) 458-4503 Fax: (513) 458-4502  
After-Hours Emergencies: (513) 458-4520



**EVENT APPLICATION**

**EVENT APPLICATION MUST BE RECEIVED 30 DAYS BEFORE THE EVENT DATE**

Name of Event \_\_\_\_\_

Description of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Time(s) of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Location Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Company/Organization Name (if applicable) \_\_\_\_\_

Contact Address \_\_\_\_\_

Contact Phone Number \_\_\_\_\_ Contact Email Address \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

If you have already obtained permits for any of the following, please check the appropriate line item and provide the permit number(s):

\_\_\_ Food Service \_\_\_\_\_

\_\_\_ Street Closing \_\_\_\_\_

\_\_\_ Tent/Sign \_\_\_\_\_

\_\_\_ L.P. Gas \_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**ADDITIONAL INFORMATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**EVENT CHECKLIST**

**EVENT CHECKLIST MUST BE RECEIVED 30 DAYS BEFORE THE EVENT DATE**

Please check all that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Food                      | <input type="checkbox"/> Public Street Closure / Blockage |
| <input type="checkbox"/> Alcoholic Beverages       | <input type="checkbox"/> Music / Loud Speaker Usage       |
| <input type="checkbox"/> Rides                     | <input type="checkbox"/> Animals                          |
| <input type="checkbox"/> Fireworks                 | <input type="checkbox"/> Temporary Sign(s), (Banners,     |
| <input type="checkbox"/> Hydrant Water Connection  | Balloons, String Pennants)                                |
| <input type="checkbox"/> Canopy (over 700 sq. ft.) | <input type="checkbox"/> L.P. gas for cooking/heating     |
| <input type="checkbox"/> Tent (over 400 sq. ft.)   | <input type="checkbox"/> Other _____                      |
| <input type="checkbox"/> Portable Toilets          | _____   |

INSPECTIONS REQUIRED AFTER NORMAL BUSINESS HOURS (MONDAY THRU FRIDAY 8:00 a.m. TO 5:00 p.m.) BY CITY PERSONNEL WILL BE BILLED TO THE ADDRESS OF THE EVENT LOCATION FOR ANY AFTER-HOURS THAT ARE REQUIRED AT THE RATE OF \$75.00 PER HOUR FOR A THREE (3) HOUR MINIMUM PER PERSON. THIS COST IS IN ADDITION TO ALL REQUIRED FEES, LICENSES, AND PERMITS THAT ARE REQUIRED TO HOLD THE EVENT.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**RETURN COMPLETED EVENT PACKET TO OFFICE OF SAFETY-SERVICE DIRECTOR**

Norwood City Hall  
4645 Montgomery Rd Suite 202  
Norwood, Ohio 45212

Phone: (513) 458-4503 Fax: (513) 458-4502 Email: [ssd@norwoodohio.gov](mailto:ssd@norwoodohio.gov)

Authorizing Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**BUILDING  
AND  
PROPERTY MAINTENANCE  
INFORMATION**  
(Forms attached)

Contact Building Inspector Mark Reeves  
Or Secretary Carri Town  
(513) 458-4510



## Departments of Public Service & Public Safety

**NORWOOD CITY HALL**  
4645 MONTGOMERY ROAD  
NORWOOD, OHIO 45212  
(513) 458-4500

**BUILDING, HOUSING &  
PROPERTY MAINTENANCE**  
PHONE (513) 458-4510  
FAX (513) 458-4511

**FIRE DIVISION**  
PHONE (513) 458-4550  
FAX (513) 458-4551

**EMS BILLING**  
PHONE (513) 458-4554  
FAX (513) 458-4551

**POLICE DIVISION**  
PHONE (513) 458-4521  
FAX (513) 458-4524

**POLICE RECORDS/  
ALARM BILLING**  
PHONE (513) 458-4528  
FAX (513) 458-4519

**PUBLIC WORKS DIVISION**  
PHONE (513) 458-4615  
FAX (513) 458-4622

**WATER BILLING DEPT.**  
PHONE (513) 458-4518  
FAX (513) 458-4516

Dear Business Owner,

To efficiently process your sign and /or awning application, the following information needs to be provided on the drawings for the permit process:

- A. A dimensioned Site Plan indicating the specific location of the sign, the width and depth of the lot and the building.
- B. Specifications, dimensions and location of all existing signs on the property.
- C. An elevation drawing indicating the location of the sign when installed on a wall.
- D. Dimensions of the proposed sign and its copy.
- E. The construction of the sign including all new or existing structural foundations, details and connections.
- F. Specifications of any sign illumination. A separate permit is required from the County for all electrical installations.
- G. All drawings are to be signed by their author, the person responsible for their preparation. In accordance with Ohio Law, sign installations requiring a technical analysis are to be prepared by an Ohio Engineer or Architect.

The completed application, four (4) copies of the drawings above, fee\* and the 3%\* of the fee (totaled below) for the State of Ohio are required at the time you submit for processing.

- each sign under 50 sq.ft = \$66.95
- each sign over 50 sq.ft = \$103.00
- Temporary Signage;
  - 1. Requires a permit
  - 2. May total up to 50 sq ft
  - 3. \$30.90 for 20 days 3 times in a year

Please ask if you have any questions or need assistance

*"Gem of The Highlands"*

# CITY OF NORWOOD

4645 Montgomery Road, Norwood, Ohio 45212

Phone 513-458-4510 Fax 513-458-4511

Permit No. \_\_\_\_\_

## BUILDING/ZONING PERMIT APPLICATION

Associated BP # \_\_\_\_\_

1. STREET ADDRESS & SUITE #: \_\_\_\_\_

2. ZONING: \_\_\_\_\_ OCCUPANCY: \_\_\_\_\_ PARCEL NUMBER: \_\_\_\_\_ (Name of Business)

3. ☐ Residential Property (RCO) ☐ Commercial Property (OBC)

	NAME	STREET ADDRESS	CITY	STATE	ZIP	PHONE/FAX
OWNER						
CONTRACTOR						
PLANS BY						

### 4. TYPE OF IMPROVEMENT

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> New Building        | <input type="checkbox"/> Garage                 | <input type="checkbox"/> Deck                      |
| <input type="checkbox"/> Alteration          | <input type="checkbox"/> Hood System            | <input type="checkbox"/> Pool (Above-Ground)       |
| <input type="checkbox"/> Addition            | <input type="checkbox"/> HVAC # of Units: _____ | <input type="checkbox"/> Pool (In-Ground)          |
| <input type="checkbox"/> Repair/Replacement  | ____ Furnace ____ Air Conditioner               | <input type="checkbox"/> Fence                     |
| <input type="checkbox"/> Change of Use       | ____ Commercial ____ Residential                | <input type="checkbox"/> Shed                      |
| <input type="checkbox"/> Change of Occupancy | ____ Replacement ____ New                       | <input type="checkbox"/> Sign ID: ____ SQ FT: ____ |
| <input type="checkbox"/> Fire Alarm          | ____ Electric ____ Gas ____ Oil                 | <input type="checkbox"/> Wrecking/Moving           |
| <input type="checkbox"/> Fire Suppression    | ____ New System; drawings & specs required      | <input type="checkbox"/> Other (specify) _____     |
| ____ Sprinkler ____ Hood                     |   |  |

5. DESCRIPTION OF WORK: \_\_\_\_\_

6. COST: Estimate cost of construction/improvement for which this application is being made: \$ \_\_\_\_\_

### 7. USE OF THIS BUILDING AND PREMISES:

☐ Existing Use: \_\_\_\_\_ ☐ Proposed Use: \_\_\_\_\_

8. TOTAL FLOOR AREA FOR NEW BUILDINGS/GARAGES/SHEDS/ADDITIONS/DECKS: \_\_\_\_\_

The owner of this building and undersigned, do hereby covenant and agree with all the laws of the State of Ohio and the ordinances of the City of Norwood pertaining to building(s), and to construct the proposed building(s) or structure(s) or make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the information and statements given on this application, drawings and specifications to the best of their knowledge, true and correct.

Application by \_\_\_\_\_ Date: \_\_\_\_\_  
Owner or Agent's Name (Print & Sign) (phone number)

### DO NOT WRITE BELOW THIS LINE (Office Use Only)

Required Review/upfront Fee \$ \_\_\_\_\_  
Permit or Zoning Fee \$ \_\_\_\_\_  
Fine \$ \_\_\_\_\_  
OBC 3% (Commercial) \$ \_\_\_\_\_  
RCO 1% (Residential) \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_  
Balance Due \$ \_\_\_\_\_

Payment: ☐ Cash ☐ Check ☐ Credit Card Receipt # \_\_\_\_\_

Plans Examiner Approval: \_\_\_\_\_ Date Plans Approved: \_\_\_\_\_

Construction Type: \_\_\_\_\_ Use Group: \_\_\_\_\_

Building/Zoning Official Approval \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_



## Departments of Public Service & Public Safety

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The following applies for temporary event tents and membrane structures over 400 square feet with sides or 700 square feet without sides.

For each tent or membrane structure, you will need to complete the "Building & Zoning Permit Application". In item #5 please be specific.

Three (3) copies of the following information in packet form are required to be submitted with the fee and application:

- A detailed site plan of the grounds indicating: the street(s), buildings, any accessory structures and the purposed location and size of each tent or membrane structure
- Installation/anchor details
- Wind sheer/load/resistance in miles per hour
- Flame resistance details for each tent or membrane structure
- Seating diagram

I have attached a copy of the Ohio Building Code that applies.

Please submit the application, the packets \*\*\*and a check in the amount of \$77.25 per tent and/or membrane structure (\$75.00 + \$2.25 (BBS 3%)) to the Building Division **two (2) weeks prior to your event.**

*"Gem of The Highlands"*

**CITY OF NORWOOD**

4645 Montgomery Road, Norwood, Ohio 45212

Phone 513-458-4510 Fax 513-458-4511

**Permit No.** \_\_\_\_\_**BUILDING/ZONING PERMIT APPLICATION**

Associated BP # \_\_\_\_\_

1. STREET ADDRESS & SUITE #: \_\_\_\_\_
2. ZONING: \_\_\_\_\_ OCCUPANCY: \_\_\_\_\_ PARCEL NUMBER: \_\_\_\_\_ (Name of Business)
3. ☐ Residential Property (RCO) ☐ Commercial Property (OBC)

	NAME	STREET ADDRESS	CITY	STATE	ZIP	PHONE/FAX
OWNER						
CONTRACTOR						
PLANS BY						

**4. TYPE OF IMPROVEMENT**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> New Building        | <input type="checkbox"/> Garage                 | <input type="checkbox"/> Deck                        |
| <input type="checkbox"/> Alteration          | <input type="checkbox"/> Hood System            | <input type="checkbox"/> Pool (Above-Ground)         |
| <input type="checkbox"/> Addition            | <input type="checkbox"/> HVAC # of Units: _____ | <input type="checkbox"/> Pool (In-Ground)            |
| <input type="checkbox"/> Repair/Replacement  | _____ Furnace _____ Air Conditioner             | <input type="checkbox"/> Fence                       |
| <input type="checkbox"/> Change of Use       | _____ Commercial _____ Residential              | <input type="checkbox"/> Shed                        |
| <input type="checkbox"/> Change of Occupancy | _____ Replacement _____ New                     | <input type="checkbox"/> Sign ID: _____ SQ FT: _____ |
| <input type="checkbox"/> Fire Alarm          | _____ Electric _____ Gas _____ Oil              | <input type="checkbox"/> Wrecking/Moving             |
| <input type="checkbox"/> Fire Suppression    | _____ New System; drawings & specs required     | <input type="checkbox"/> Other (specify) _____       |
| _____ Sprinkler _____ Hood                   |   |  |

5. DESCRIPTION OF WORK: \_\_\_\_\_

6. COST: Estimate cost of construction/improvement for which this application is being made: \$ \_\_\_\_\_

**7. USE OF THIS BUILDING AND PREMISES:**☐ Existing Use: \_\_\_\_\_ ☐ Proposed Use: \_\_\_\_\_**8. TOTAL FLOOR AREA FOR NEW BUILDINGS/GARAGES/SHEDS/ADDITIONS/DECKS:** \_\_\_\_\_

The owner of this building and undersigned, do hereby covenant and agree with all the laws of the State of Ohio and the ordinances of the City of Norwood pertaining to building(s), and to construct the proposed building(s) or structure(s) or make the proposed change or alteration in accordance with the plans and specifications submitted herewith, and certify that the information and statements given on this application, drawings and specifications to the best of their knowledge, true and correct.

Application by \_\_\_\_\_ Date: \_\_\_\_\_

Owner or Agent's Name (Print & Sign) (phone number)

**DO NOT WRITE BELOW THIS LINE**  
(Office Use Only)

Required Review/upfront Fee \$ \_\_\_\_\_

Permit or Zoning Fee \$ \_\_\_\_\_

Fine \$ \_\_\_\_\_

OBC 3% (Commercial) \$ \_\_\_\_\_

RCO 1% (Residential) \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

**Balance Due** \$ \_\_\_\_\_

Payment: ☐ Cash ☐ Check ☐ Credit Card Receipt # \_\_\_\_\_

Plans Examiner Approval: \_\_\_\_\_ Date Plans Approved: \_\_\_\_\_

Construction Type: \_\_\_\_\_ Use Group: \_\_\_\_\_

Building/Zoning Official Approval \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_



## CHAPTER 31

# SPECIAL CONSTRUCTION

### SECTION 3101 GENERAL

**3101.1 Scope.** The provisions of this chapter shall govern special building construction including membrane structures, temporary structures, pedestrian walkways and tunnels, automatic vehicular gates, awnings and canopies, marquees, signs, and towers and antennas.

### SECTION 3102 MEMBRANE STRUCTURES

**3102.1 General.** The provisions of Sections 3102.1 through 3102.8 shall apply to air-supported, air-inflated, membrane-covered cable, membrane-covered frame and tensile membrane structures, collectively known as membrane structures, erected for a period of 180 days or longer. Those erected for a shorter period of time shall comply with the *fire code*. Membrane structures covering water storage facilities, water clarifiers, water treatment plants, sewage treatment plants, greenhouses and similar facilities not used for human occupancy are required to meet only the requirements of Sections 3102.3.1 and 3102.7. Membrane structures erected on a building, balcony, deck or other structure for any period of time shall comply with this section.

**3102.1.1 Tensile membrane structures.** Tensile membrane structures, including permanent and temporary structures, shall be designed and constructed in accordance with ASCE 55. The provisions in Sections 3102.3 through 3102.6 shall apply.

**3102.2 Definitions.** The following terms are defined in Chapter 2:

**AIR-INFLATED STRUCTURE.**

**AIR-SUPPORTED STRUCTURE.**

Double skin.

Single skin.

**CABLE-RESTRAINED, AIR-SUPPORTED STRUCTURE.**

**MEMBRANE-COVERED CABLE STRUCTURE.**

**MEMBRANE-COVERED FRAME STRUCTURE.**

**NONCOMBUSTIBLE MEMBRANE STRUCTURE.**

**TENSILE MEMBRANE STRUCTURE.**

**3102.3 Type of construction.** Noncombustible membrane structures shall be classified as Type IIB construction. Noncombustible frame or cable-supported structures covered by an approved membrane in accordance with Section 3102.3.1 shall be classified as Type IIB construction. Heavy timber frame-supported structures covered by an approved membrane in accordance with Section 3102.3.1 shall be classified as Type IV construction. Other membrane structures shall be classified as Type V construction.

**Exception:** Plastic less than 30 feet (9144 mm) above any floor used in greenhouses, where occupancy by the general public is not authorized, and for aquaculture pond covers is not required to meet the fire propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701.

**3102.3.1 Membrane and interior liner material.** Membranes and interior liners shall be either noncombustible as set forth in Section 703.5 or meet the fire propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701 and the manufacturer's test protocol.

**Exception:** Plastic less than 20 mil (0.5 mm) in thickness used in greenhouses, where occupancy by the general public is not authorized, and for aquaculture pond covers is not required to meet the fire propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701.

**3102.4 Allowable floor areas.** The area of a membrane structure shall not exceed the limitations specified in Section 506.

**3102.5 Maximum height.** Membrane structures shall not exceed one story nor shall such structures exceed the height limitations in feet specified in Section 504.3.

**Exception:** Noncombustible membrane structures serving as roofs only.

**3102.6 Mixed construction.** Membrane structures shall be permitted to be utilized as specified in this section as a portion of buildings of other types of construction. Height and area limits shall be as specified for the type of construction and occupancy of the building.

**3102.6.1 Noncombustible membrane.** A noncombustible membrane shall be permitted for use as the roof or as a skylight of any building or atrium of a building of any type of construction provided the membrane is not less than 20 feet (6096 mm) above any floor, balcony or gallery.

**3102.6.1.1 Membrane.** A membrane meeting the fire propagation performance criteria of Test Method 1 or Test Method 2, as appropriate, of NFPA 701 shall be permitted to be used as the roof or as a skylight on buildings of Type IIB, III, IV and V construction, provided the membrane is not less than 20 feet (6096 mm) above any floor, balcony or gallery.

**3102.7 Engineering design.** The structure shall be designed and constructed to sustain dead loads; loads due to tension or inflation; live loads including wind, snow or flood and seismic loads and in accordance with Chapter 16.

**3102.7.1 Lateral restraint.** For membrane-covered frame structures, the membrane shall not be considered to provide lateral restraint in the calculation of the capacities of the frame members.

**3102.8 Inflation systems.** Air-supported and air-inflated structures shall be provided with primary and auxiliary inflation systems to meet the minimum requirements of Sections 3102.8.1 through 3102.8.3.

**3102.8.1 Equipment requirements.** This inflation system shall consist of one or more blowers and shall include provisions for automatic control to maintain the required inflation pressures. The system shall be so designed as to prevent overpressurization of the system.

**3102.8.1.1 Auxiliary inflation system.** In addition to the primary inflation system, in buildings larger than 1,500 square feet (140 m<sup>2</sup>) in area, an auxiliary inflation system shall be provided with sufficient capacity to maintain the inflation of the structure in case of primary system failure. The auxiliary inflation system shall operate automatically when there is a loss of internal pressure and when the primary blower system becomes inoperative.

**3102.8.1.2 Blower equipment.** Blower equipment shall meet all of the following requirements:

1. Blowers shall be powered by continuous-rated motors at the maximum power required for any flow condition as required by the structural design.
2. Blowers shall be provided with inlet screens, belt guards and other protective devices as required by the building official to provide protection from injury.
3. Blowers shall be housed within a weather-protecting structure.
4. Blowers shall be equipped with backdraft check dampers to minimize air loss when inoperative.
5. Blower inlets shall be located to provide protection from air contamination. The location of inlets shall be approved.

**3102.8.2 Standby power.** Wherever an auxiliary inflation system is required, an approved standby power-generating system shall be provided. The system shall be equipped with a suitable means for automatically starting the generator set upon failure of the normal electrical service and for automatic transfer and operation of all of the required electrical functions at full power within 60 seconds of such service failure. Standby power shall be capable of operating independently for not less than 4 hours.

**3102.8.3 Support provisions.** A system capable of supporting the membrane in the event of deflation shall be provided for in air-supported and air-inflated structures having an occupant load of 50 or more or where covering a swimming pool regardless of occupant load. The support system shall be capable of maintaining membrane structures used as a roof for Type I construction not less than 20 feet (6096 mm) above floor or seating areas. The support system shall be capable of maintaining other membranes not less than 7 feet (2134 mm) above the floor, seating area or surface of the water.

## SECTION 3103 TEMPORARY STRUCTURES

**3103.1 General.** The provisions of Sections 3103.1 through 3103.4 shall apply to structures erected for a period of less than 180 days. Tents and other membrane structures erected for a period of less than 180 days shall comply with *this section and Chapter 24 of the fire code*. Those erected for a longer period of time shall comply with applicable sections of this code.

**3103.1.1 Conformance.** Temporary structures and uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of this code as necessary to ensure public health, safety and general welfare.

**3103.1.2 Approval required.** Temporary structures, *other than tents and membrane structures*, that cover an area greater than 120 square feet (11.16 m<sup>2</sup>) or that exceed an occupant load of 10 or more persons, shall not be erected, operated or maintained for any purpose without obtaining an approval from the building official as authorized in Section 102.8.

**3103.1.3 Approval required for tents and membrane structures.** Temporary tents and temporary membrane structures having either of the following characteristics shall not be erected, operated or maintained for any purpose without first obtaining an approval from the building official. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary tent or membrane structure.

1. An individual tent or membrane structure with an area in excess of 400 square feet (37 m<sup>2</sup>); or
2. Multiple tents or membrane structures with an aggregate area in excess of 400 square feet (37 m<sup>2</sup>) when adjacent temporary tents or membrane structures are located within 12 feet (3,658 mm) of one another.

### Exceptions:

1. An approval is not required for tents used exclusively for recreational camping purposes.
2. An approval is not required for tents open on all sides which comply with all of the following:
  - 2.1. Individual tents having a maximum size of 700 square feet (65 m<sup>2</sup>).
  - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3,658 mm), not exceeding 700 square feet (65 m<sup>2</sup>) total.
  - 2.3. A minimum clearance of 12 feet (3658 mm) to all structures and other tents.

**3103.2 Construction documents.** An application and construction documents shall be submitted for each installation of a temporary structure. The construction documents shall include a site plan indicating the location of the temporary

structure and information delineating the means of egress and the occupant load.

**3103.3 Location.** Temporary structures shall be located in accordance with the requirements of Table 602 based on the fire-resistance rating of the exterior walls for the proposed type of construction.

**3103.4 Means of egress.** Temporary structures shall conform to the means of egress requirements of Chapter 10 and shall have an exit access travel distance of 100 feet (30 480 mm) or less.

## SECTION 3104 PEDESTRIAN WALKWAYS AND TUNNELS

**3104.1 General.** This section shall apply to connections between buildings such as pedestrian walkways or tunnels, located at, above or below grade level, that are used as a means of travel by persons. The pedestrian walkway shall not contribute to the building area or the number of stories or height of connected buildings.

**3104.1.1 Application.** Pedestrian walkways shall be designed and constructed in accordance with Sections 3104.2 through 3104.9. Tunnels shall be designed and constructed in accordance with Sections 3104.2 and 3104.10.

**3104.2 Separate structures.** Buildings connected by pedestrian walkways or tunnels shall be considered to be separate structures.

### Exceptions:

1. Buildings that are on the same lot and considered as portions of a single building in accordance with Section 503.1.2.
2. For purposes of calculating the number of Type B units required by Chapter 11, structurally connected buildings and buildings with multiple wings shall be considered one structure.

**3104.3 Construction.** The pedestrian walkway shall be of noncombustible construction.

### Exceptions:

1. Combustible construction shall be permitted where connected buildings are of combustible construction.
2. Fire-retardant-treated wood, in accordance with Section 603.1, Item 1.3, shall be permitted for the roof construction of the pedestrian walkway where connected buildings are a minimum of Type I or II construction.

**3104.4 Contents.** Only materials and decorations approved by the building official shall be located in the pedestrian walkway.

**3104.5 Connections of pedestrian walkways to buildings.** The connection of a pedestrian walkway to a building shall comply with Section 3104.5.1, 3104.5.2, 3104.5.3 or 3104.5.4.

**Exception:** Buildings that are on the same lot and considered as portions of a single building in accordance with Section 503.1.2.

**3104.5.1 Fire barriers.** Pedestrian walkways shall be separated from the interior of the building by not less than 2-

hour fire barriers constructed in accordance with Section 707 and Sections 3104.5.1.1 through 3104.5.1.3.

**3104.5.1.1 Exterior walls.** Exterior walls of buildings connected to pedestrian walkways shall be 2-hour fire-resistance rated. This protection shall extend not less than 10 feet (3048 mm) in every direction surrounding the perimeter of the pedestrian walkway.

**3104.5.1.2 Openings in exterior walls of connected buildings.** Openings in exterior walls required to be fire-resistance rated in accordance with Section 3104.5.1.1 shall be equipped with opening protectives providing a not less than  $\frac{3}{4}$ -hour fire protection rating in accordance with Section 716.

**3104.5.1.3 Supporting construction.** The fire barrier shall be supported by construction as required by Section 707.5.1.

**3104.5.2 Alternative separation.** The wall separating the pedestrian walkway and the building shall comply with Section 3104.5.2.1 or 3104.5.2.2 where:

1. The distance between the connected buildings is more than 10 feet (3048 mm).
2. The pedestrian walkway and connected buildings are equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1, and the roof of the walkway is not more than 55 feet (16 764 mm) above grade connecting to the fifth, or lower, story above grade plane, of each building.

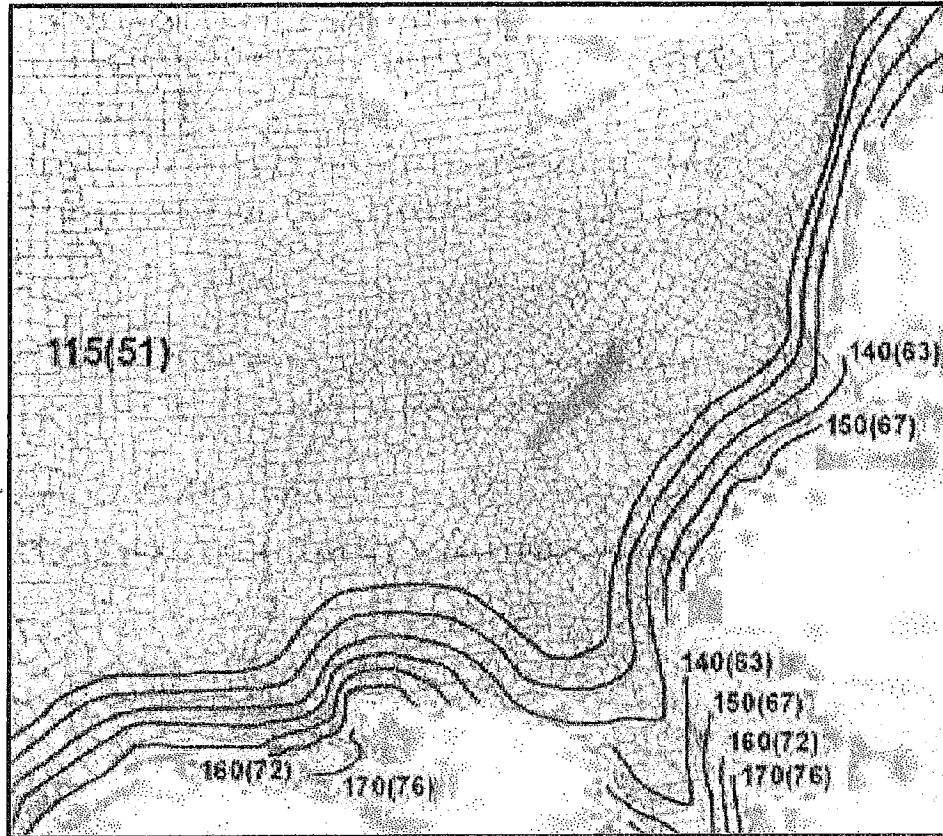
**Exception:** Open parking garages need not be equipped with an automatic sprinkler system.

**3104.5.2.1 Passage of smoke.** The wall shall be capable of resisting the passage of smoke.

**3104.5.2.2 Glass.** The wall shall be constructed of a tempered, wired or laminated glass wall and doors or glass separating the interior of the building from the pedestrian walkway. The glass shall be protected by an automatic sprinkler system in accordance with Section 903.3.1.1 that, when actuated, shall completely wet the entire surface of interior sides of the wall or glass. Obstructions shall not be installed between the sprinkler heads and the wall or glass. The glass shall be in a gasketed frame and installed in such a manner that the framing system will deflect without breaking (loading) the glass before the sprinkler operates.

**3104.5.3 Open sides on walkway.** Where the distance between the connected buildings is more than 10 feet (3048 mm), the walls at the intersection of the pedestrian walkway and each building need not be fire-resistance rated provided both sidewalls of the pedestrian walkway are not less than 50 percent open with the open area uniformly distributed to prevent the accumulation of smoke and toxic gases. The roof of the walkway shall be located not more than 40 feet (12 160 mm) above grade plane, and the walkway shall only be permitted to connect to the third or lower story of each building.

**Exception:** Where the pedestrian walkway is protected with a sprinkler system in accordance with Section



## Notes:

1. Values are nominal design 3-second gust wind speeds in miles per hour (m/s) at 33 ft (10m) above ground for Exposure C category.
2. Linear interpolation between contours is permitted.
3. Islands and coastal areas outside the last contour shall use the last wind speed contour of the coastal area.
4. Mountainous terrain, gorges, ocean promontories, and special wind regions shall be examined for unusual wind conditions.
5. Wind speeds correspond to approximately a 7% probability of exceedance in 50 years (Annual Exceedance Probability = 0.00143, MRF = 700 Years).

FIGURE 1609.3(1)

ULTIMATE DESIGN WIND SPEEDS,  $V_{ult}$  FOR RISK CATEGORY II BUILDINGS AND OTHER STRUCTURES

**1609.4 Exposure category.** For each wind direction considered, an exposure category that adequately reflects the characteristics of ground surface irregularities shall be determined for the site at which the building or structure is to be constructed. Account shall be taken of variations in ground surface roughness that arise from natural topography and vegetation as well as from constructed features.

**1609.4.1 Wind directions and sectors.** For each selected wind direction at which the wind loads are to be evaluated, the exposure of the building or structure shall be determined for the two upwind sectors extending 45 degrees (0.79 rad) either side of the selected wind direction. The exposures in these two sectors shall be determined in accordance with Sections 1609.4.2 and 1609.4.3 and the exposure resulting in the highest wind loads shall be used to represent winds from that direction.

**1609.4.2 Surface roughness categories.** A ground surface roughness within each 45-degree (0.79 rad) sector shall be determined for a distance upwind of the site as defined in Section 1609.4.3 from the categories defined below, for the purpose of assigning an exposure category as defined in Section 1609.4.3.

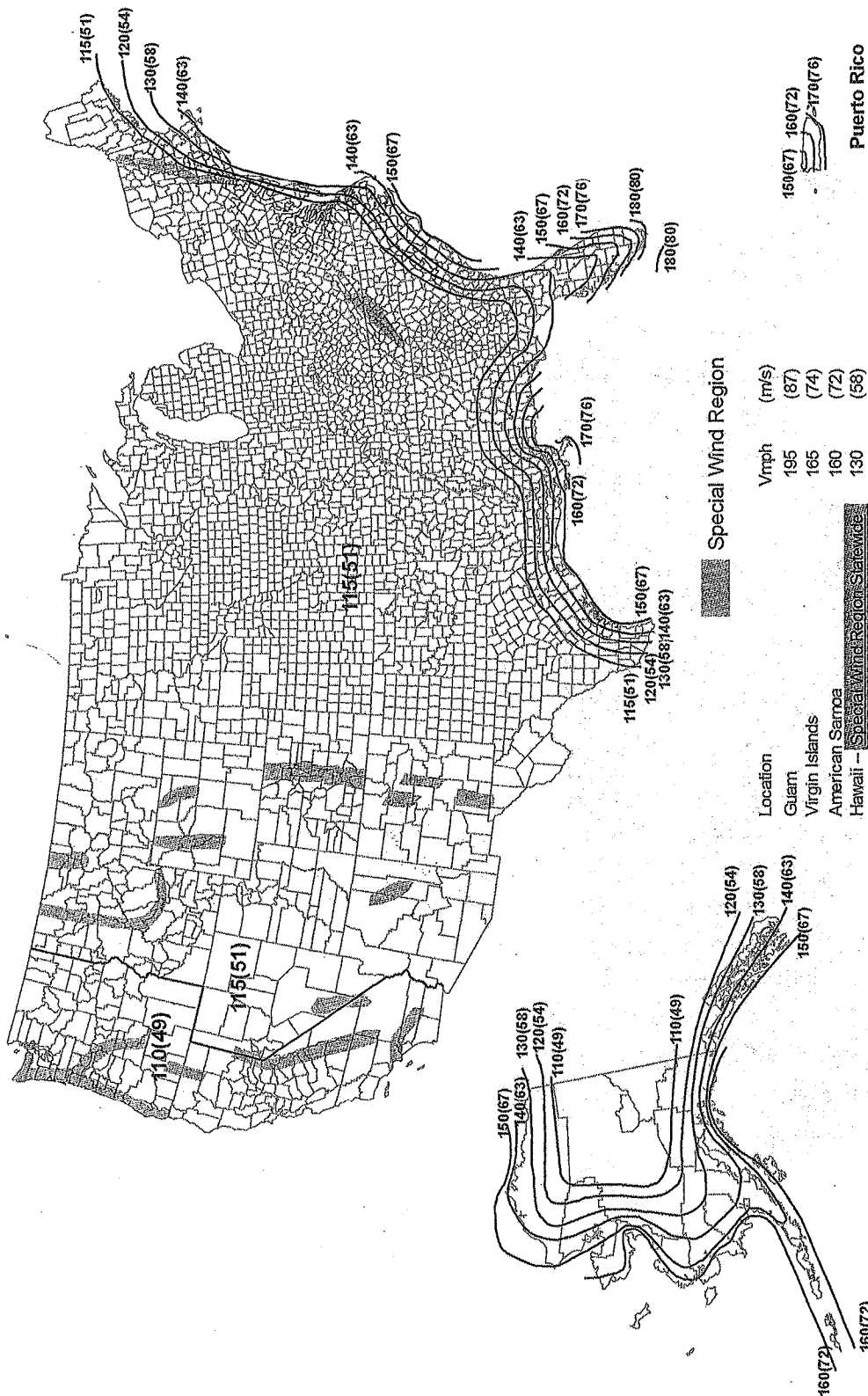
**Surface Roughness B.** Urban and suburban areas, wooded areas or other terrain with numerous closely spaced obstructions having the size of single-family dwellings or larger.

**Surface Roughness C.** Open terrain with scattered obstructions having heights generally less than 30 feet (9144 mm). This category includes flat open country, and grasslands.

**Surface Roughness D.** Flat, unobstructed areas and water surfaces. This category includes smooth mud flats, salt flats and unbroken ice.

**1609.4.3 Exposure categories.** An exposure category shall be determined in accordance with the following:

**Exposure B.** For buildings with a mean roof height of less than or equal to 30 feet (9144 mm), Exposure B shall apply where the ground surface roughness, as defined by Surface Roughness B, prevails in the upwind direction for a distance of at least 1,500 feet (457 m). For buildings with a mean roof height greater than 30 feet (9144 mm), Exposure B shall apply where Surface Roughness B prevails in the upwind direction



**FIGURE R301.2(5)A  
ULTIMATE DESIGN WIND SPEEDS**

# INSPECTION BUREAU, INC.

Contact if you are using temporary electric or a generator.

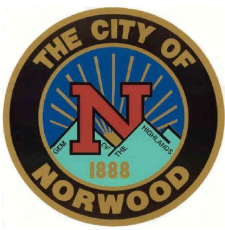
(513) 381-6080

250 West Court Street, Suite 320E, Cincinnati, OH 45202

# HEALTH DEPARTMENT INFORMATION

(Forms attached)

Contact Sarah Moore, Sanitarian  
(513) 458-4600



# Temporary Food License Application Packet

A temporary food license is required for any individual that wishes to prepare and/or serve food for a cost or required donation at an event for no more than five consecutive days. You are limited to ten temporary food service licenses per person, per licensing period (March 1st – Last Day of February).

*Note: For full list of excluded operations and entities please read Ohio Revised Code 3717.22 and 3717.42.*

## Step 1 Application Process

- ☐ Carefully read and understand **Temporary Food License Requirements. Page #2.** (Note: Be aware that NCHD may make additional requirements beyond these guidelines.)
- ☐ Ensure that you meet all requirements. Applicants that do not meet all requirements will not be licensed.
- ☐ Complete and sign the **Application for a License to Conduct a Temporary FSO/RFE Page #3 - #5.**
- ☐ Submit the application and payment at least 2 days prior to the event at the Norwood City Health Department (NCHD) office **with the fee of \$69.00 for commercial and \$34.50 non commercial.**
- ☐ Upon successful completion of application review, NCHD Sanitarian will contact you to review the application and schedule a time for inspection.

## Step 2 On the Day of Event

- ☐ Set up your temporary food booth in accordance the submitted and approved plan.
- ☐ Meet with NCHD Sanitarian as scheduled. Upon successful completion of the inspection, NCHD Sanitarian will issue your license.
- ☐ Display your license in plain view for your customers.

**SPECIAL NOTE:** Temporary food licenses are non-transferable. Should your event be cancelled and need to be re-scheduled, it is **YOUR RESPONSIBILITY** to contact us at (513) 458- 4600 during office hours.



# Temporary Food License Requirement

- Food source:** All food must purchase from approved source, prepared onsite or in licensed kitchen. **FOOD PREPARED AT HOME WILL NOT BE PERMITTED.**
- Ice must be obtained from an approved source.** A scoop with a handle must be provided. Nothing can be stored in ice used for drinks or for other consumption. If ice is used to keep food and packaged drinks cold, it cannot be used for consumption.
- Potable water:** Sufficient approved potable water must be provided at all times of operation.
- Roof:** Some type of roof must be provided to protect the food during preparation and storage from possible overhead contamination (e.g. 10 x 10 pop up tent). *Note: Check with local fire authorities as cooking on an open flame under a tent is generally not permitted.*
- Storage:** Raw animal foods must be stored away from each other and ready-to-eat/cooked food. Store food and utensils including but not limited to drinks, oils, fruits, and vegetables off the ground. Pallets, crates and tables are acceptable.
- DO NOT thaw food at room temperature.** Thaw TCS food using one of the following methods: in refrigeration; under cool running water; as part of the cooking process or; in a microwave if cooking is to follow immediately.
- A calibrated food thermometer** accurate to +/-2°F with a range of 0-220°F is required to be onsite to ensure proper holding and cooking temperatures.
- Eating, drinking and smoking are not allowed** in food stands. A closed drink cup with a lid and a straw is allowed, if spilling or dripping onto exposed food, clean equipment, utensils, and linens, or single-use articles will not occur.

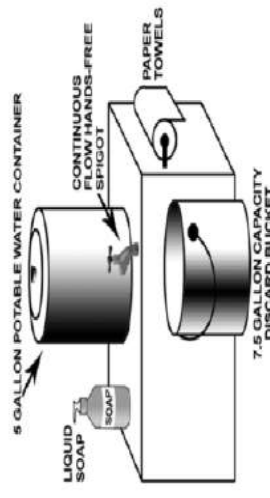
- Cooking temperature:** Foods must be cooked according to the proper temperatures below:

Product	Minimum Cooking Temperature/Time
Poultry and ground poultry	165°F for 15 seconds
Stuffing and casseroles with fish, meat, poultry or ratites	165°F for 15 seconds
Ground meats, fish and game animals	155° F for 15 seconds
Ratites, mechanically tenderized and Injected meats	155° F for 15 seconds
Pork, beef, veal, lamb, goat and other game animals	145°F for 15 sec; <i>roast 145°F for 3 min/150°F for 1 min/158°&lt;1min</i>
Fish	145°F for 15 seconds
Raw eggs broken and cooked for immediate service	145°F for 15 seconds
<ul style="list-style-type: none"> <li>If cooking whole meat roasts including beef, corned beef, lamb, pork and cured pork roasts follow the oven temperature specification outlined in Ohio Uniform Food Safety Code 3717-1-03.3 (A) (4).</li> <li>If using microwave for cooking raw animals, heat to a temperature of 165°F in all part of the food.</li> </ul>	

- Cold holding:** All cold Temperature Controlled for Safety (TCS) foods such as meat, poultry, eggs, cut leafy greens, dairy products and other products containing these items must be maintained at 41°F or below.
- Hot holding:** All hot TCS foods must be maintained at an internal temperature of 135°F or above (with the exception of whole meat roasts).
- Dispensing:** Condiments such as cream, sugar, and ketchup must be served in single service packets or from a tightly covered dispenser or squeeze bottle. Single use straws & stirrers must be individually wrapped or served from a dispenser.
- No bare hand contact** with ready-to-eat foods is allowed. Plastic gloves, deli tissues, tongs or utensils must be used to handle ready-to-eat foods.

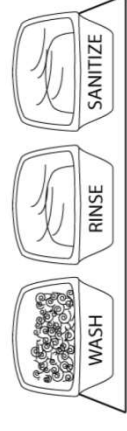
- Handwashing station:** must be provided and should consist of:

- Hot water in a dispenser with a spigot
- Hand soap
- Disposable towels
- Waste water container



- Food handlers must be healthy** and free of communicable disease, open sores or infected wounds.
- Wastewater** needs to be disposed of through an approved sanitary sewage system. Do not dump wastewater on the ground or in the street.
- Dishwashing facilities must be provided** to properly clean and sanitize dishes and utensils. Three compartments must be provided (for example, three tubs):
  - 1st compartment** – wash in hot soapy water
  - 2nd compartment** – rinse with clear, clean water
  - 3rd compartment** – soak in approved sanitizer for at least ten seconds
  - Air dry**

- Sanitizing solution:** Non scented chlorine bleach - 50 ppm (1 teaspoon per gallon of water)  
Iodine - minimum 12.5 ppm  
QUAT - As recommended by manufacturer  
**Appropriate test strips must be used to measure sanitizing solution concentration**



# Application for a License to Conduct a Temporary: (check only one)

## Instructions:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: Norwood City Health Department
4. Return check and signed application **to:** Norwood City Health Department  
2059 Sherman Avenue  
Norwood, OH 45212

- ☐ Food Service Operation  
☐ Retail Food Establishment

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of temporary food facility		
Location of event		
Address of event		
City	State	ZIP
Start date	End date	Operation time(s)
Name of license holder		Phone number
Address of license holder		
City	State	ZIP
List all foods being served/sold		
<hr/>		
<hr/>		

<i>I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:</i>	
Signature	Date

## Licensors to complete below

Valid date(s)	License fee:
---------------	--------------

Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

<b>Preferred inspection time</b>	
<b>License holder email address</b>	
<b>Name of sponsoring group (If applicable)</b>	
<b>Event organizer name</b>	<b>Event organizer phone number</b>
<b>Where will you purchase the food and or ingredients for the food items you will be selling at the event? List all vendors, suppliers and/or licensed facilities.</b>	
<b>What is the source of potable water used for the food event?</b>	
<b>How will liquid waste be disposed?</b>	
<b>How will solid waste be disposed?</b>	
<b>List all foods and beverages to be sold. Include condiments, toppings, ice, etc.</b>	
<b>Where will food be prepared?</b>	
<b>Will you be selling any cottage food items or bakery products produced at home? If so, please list the food items, and include if you have a home bakery license with Ohio Department of Agriculture.</b>	

**How will food be cooked to proper temperature and maintained at 135°F or above?**

*Grills, stoves and microwaves are acceptable for heating; crockpots and steam tables are not. After rapid heating, hot food can be placed in a crockpot or steam table for hot holding only.*

**How will cold foods be kept cold (below 41°F) or frozen?**

**Describe your handwashing station set up**

**Describe your dish washing station set up**

**Describe your procedure to avoid bare hand contact with ready to eat food.**

*Deli tissues, tongs, spoons, forks, spatulas shall be used.*

**How will hot water for handwashing and clean-up be provided?**

*When other facilities are not available a coffee pot can be used to heat water.*

**Draw overhead view of how you will set up your temporary food operation. Include your handwashing station, location(s) of food storage, food preparation, all cooking equipment and refrigerated units, shelving, dish washing station and serving area.**

FOR OFFICE USE ONLY		
Application Reviewed By:	Date	Application <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Time Arranged for Inspection		
Event Organizer Contacted	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Event cancelled	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, did the organizer request for refund/reschedule	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If requested for reschedule indicate the date the reschedule form was emailed _____		
Comments: (List any restrictions or conditions on the food license)		
Sanitarian Signature	Date	

**FIRE DEPARTMENT  
BUREAU OF FIRE SAFETY**  
(Form attached)

Contact Inspector Joe Jones  
(513) 458-4558

For Propane Use

**LP GAS  
PERMIT REQUEST  
FOR UPCOMING EVENTS**

Please be advised that permits are required for any event that will utilize LP Gases on site for heating and/or cooking. Prior to obtaining the permit, the date, time scheduled and primary contact for the event must be received by the Bureau of Fire Safety.

The cost for the temporary permit is \$50.00 and must be obtained at the Norwood Fire Department through the Bureau of Fire Safety at 4725 Montgomery Road prior to the scheduled event.

The following information can be faxed to the Bureau of Fire Safety at (513) 458-4551 Attn: Inspector Joe Jones or Nancy Allen.

DATE OF EVENT: \_\_\_\_\_ TIME(S) OF EVENT: \_\_\_\_\_

LOCATION NAME/ADDRESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

If you have any questions regarding this matter, please feel free to call (513) 458-4558.