



CITY OF KETTERING

Planning and Development Department

Tent Structure Data Sheet

Submit for each tent with Tent Permit Application. Permit will be issued to TENT CONTRACTOR ONLY. Pre-Approved tent heaters do not require a permit, Contact chief building official for additional information. NOTICE: Electrical work requires a separate permit! Ohio Basic Building Code Section: 3104

Tent Contractor: _____

Address: _____

Phone: _____

Fax: _____

Applicant: _____

Address: _____

Phone: _____

Property Owner: _____

Address: _____

Phone: _____

Address where tent is to be installed:

Start Date: _____

End Date: _____

Tent Data:

Length: _____

Width: _____

Square Feet: _____

Occupant Load: _____

Square Feet per Occupant: _____

No. of Fire Extinguishers : _____

Plan Submission Requirements:

- Flame Spread Certificate (required)
- Scaled Site Plan (required)
- Drawing Scale
- Tent Location
- Property Lines
- Building Locations
- Major Streets and Drives
- North Arrow

Tents NOT Requiring a Permit:

- Recreational Camping Tents or Flys
- Tents With less than 120 Square Feet of Area
- Awnings Submitted as Part of a Building Permit

General Notes:

- Flame Spread Data Must be Posted on the Tent
- Tent Structure Must be in Sound Working Order
- Posts Shall be Secured to the Earth or Base by Staking, Sand Bagging, or Bolting
- Guy Ropes Shall be Free of Deterioration or Fraying
- Guy Ropes Shall be Securely Staked, Fully Tensioned with Secure Adjustments
- Tents Shall Remain Free of Combustible or Flammable Materials
- Event Operators Shall be Adequately Trained in Fire Extinguisher Operation
- Maximum Travel Distance to Fire Extinguisher 75 ft.
- Maximum Travel Distance to an Exit: 100 ft.
- Tents Shall be a Minimum of 10 ft. From all lot Lines
- Do Not Obstruct Exiting From any Adjacent Structures
- Tent contractor Must Restore Site to its Original Condition

Fire Extinguishers:

- One (1) 2A10BC Fire Extinguisher Per 750 Square Feet (Minimum Requirement)

Tents Requiring Plan Review (Floor Plan):

- Over 1500 Square Feet
- Over 1500 Occupants or Less Than 10 SF Per Person
- Attached to a Building
- Cooking Within the Tent (Excluding Food Warmers)
- More Than Two Tents on the Site
- Tents With any Sidewalks
- Air Inflated Structures
- Tents With Gas Fired Heat

3600 Shroyer Road • Kettering, Ohio 45429-2799
 937-296-2441 • Fax 937-296-3240
 www.ketteringoh.org