



PLANNING & DEVELOPMENT DEPARTMENT

Re: Tent Permits

Please complete a Tent Data Sheet to submit with your application. This Data Sheet will supply us with necessary information to quickly process your tent permits.

Please fill out the data sheet accurately and include flame spread certificate(s), and site plans with the application as well. If all information is correct, the permit will be issued to the TENT CONTRACTOR. Detailed plan review for larger or complex projects will take two weeks to process prior to permit issuance.

If you know the dates and locations of tents to be installed in Kettering in advance, we encourage you to submit applications ahead of the two week deadline. We make every effort to review and issue each application as quickly as possible; however, all permit applications are processed in the order in which they are received.

Tent permit application submissions must include **all** of the following:

1. The Commercial Permit Application Part A,
2. The Tent Data Sheet,
3. Flame spread certificates, and
4. Site plans.

The permit fee is \$85 for the first tent plus \$40 for each additional tent per event plus the 3% state fee. You may send the application and check by mail to:

City of Kettering
Planning & Development
3600 Shroyer Rd.
Kettering OH 45429

For your convenience, you may also fax the application to 937-296-3240 along with a Visa or Mastercard credit card number and expiration date. We will return the permit to you by mail.

If you have questions or concerns, please contact me at 937-296-3317. Your assistance is greatly appreciated.

Terry L. Welker
Chief Building Official
City of Kettering