

CITY OF TOLEDO

Department of Inspection

Chris J. Zervos
Director, Department of Inspection
Commissioner, Building Inspection



Division of Building Inspection

David M. Golis, P.E.
Certified Building Official
Floodplain Administrator

MICHAEL P. BELL
MAYOR

Our Division's web-site can be accessed 24/7 at www.toledo.oh.gov

FESTIVAL/CARNIVAL PERMIT & INSPECTION INFORMATION

It is necessary to purchase a tent permit and an electrical permit from the Division of Building Inspection and schedule a time of inspection for the wiring, tents and booths.

A tent permit application, as well as an electrical permit application is being included as part of this packet for your convenience. The tent permit application and the electrical permit applications (an electrical permit is only required if there are rides, generators, or other electrical items) **must be completed and submitted to the Fire Prevention Bureau at least 72 hours in advance of the requested inspection date.** Please submit your application by Email to the Fire Prevention Bureau at tfrdtent@toledo.oh.gov.

All information must be correct, complete, printed and legible. Two (2) 8.5" x 11" site plan drawings must accompany each application and contain basic information such as labeling and dimensions of structures and tents, their locations to a fixed point, distances to other structures, aisle widths, egress locations, etc. This permit does NOT authorize installation of electrical or mechanical systems for which a separate permit will be required through Building Inspection.

The inspections must be made during working hours (8:00 a.m. through 3:00 p.m.). An application is considered "Standard" if it is received 72 hours before an inspection request. Applications received less than 72 hours of an inspection request will be considered a "special service" operation for which a \$100 surcharge shall be added to the permit total.

If any inspections are required at a time other than working hours, there will be a fee charged at the overtime rate, according to the attached overtime request form. Minimum time of overtime is to be paid at the time you are applying for the inspections. Any additional hours will be invoiced.

A copy of the approved site drawing and the permit must be on the premises for an inspection to occur. If any violations are found, they must be corrected and inspected prior to the tent, booth, or ride being used.



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One Government Center, Suite 1600 • Toledo, OH 43604 • Phone (419) 245-1220 • Fax (419) 245-1329

Application No. and Log No.

Submit this application and the site plans by Email to: frdtent@toledo.oh.gov

Application Date		Date(s) and Time(s) of Event		Set Up Address (No. and Street Name)		Location (parking lot, side lot)	
No. of Open Tents		Tent Sizes		No. of Enclosed Tents		Tent Sizes	
No. of Booth(s)		No. of Ride(s)		Cooking in Tents		Using Electricity	
Contractor's Name		Contractor's Street Mailing Address		Sponsor/Owner's Name		Sponsor/Owner's Street Mailing Address	
Contractor's City, State, Zip		Contractor's Phone No.		Contractor's Fax No.		Sponsor/Owner's City, State, Zip	
Contractor's Email Address		Contractor's City of Toledo Tax ID No.		Sponsor/Owner's Phone No.		Sponsor/Owner's Fax No.	
On-site Contact Person's Name		Mobile Phone No.		Sponsor/Owner's Email Address		Sponsor's Contact Person Name	
				Sponsor's Contact Phone No.		Description of Work (install tents, booths, rides for carnival, festival, etc.)	

FIRE INSPECTION IS REQUIRED – SEE ATTACHED CHECKLIST

Valuation \$1.00
 Permit Fee (Standard) \$50.00
 Plan Review \$53.00
 3% State Surcharge \$3.09
Standard Permit Total \$106.09
 Special Service Operation _____

<p>Notes:</p> <p>_____</p> <p>Date & time inspection is requested</p> <p>_____</p> <p>Other Information</p>
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Approved

Date

WARNING: The approval of plans procured by misrepresentation of facts or conditions, misstatements in application or through mistakes or improper action by any officer or employee of this department does not legalize any illegal construction or agreement. IN CONSIDERATION OF THE GRANTING OF THIS PERMIT, I, or we, agree to save the City of Toledo, harmless from any and all damages. I, or we, do hereby covenant and agree to construct said work in all respects in compliance with the provisions of the Statutes of the State of Ohio and the Ordinances of the City of Toledo, and that all statements as made are correct and true. The applicant agrees to comply with all orders of the Department of Inspection and the Department of Fire and Rescue Operations.

Printed Name of Contractor or Contractor's Authorized Agent

Printed Name of Applicant

Signature of Contractor or Contractor's Authorized Agent

Date

Signature of Applicant

Date

Ohio Fire Code, Rule 24 checklist for installation of:
TENTS and OTHER MEMBRANE STRUCTURES

Special event documents and structure installation shall include at minimum, but not limited to, all of the following:

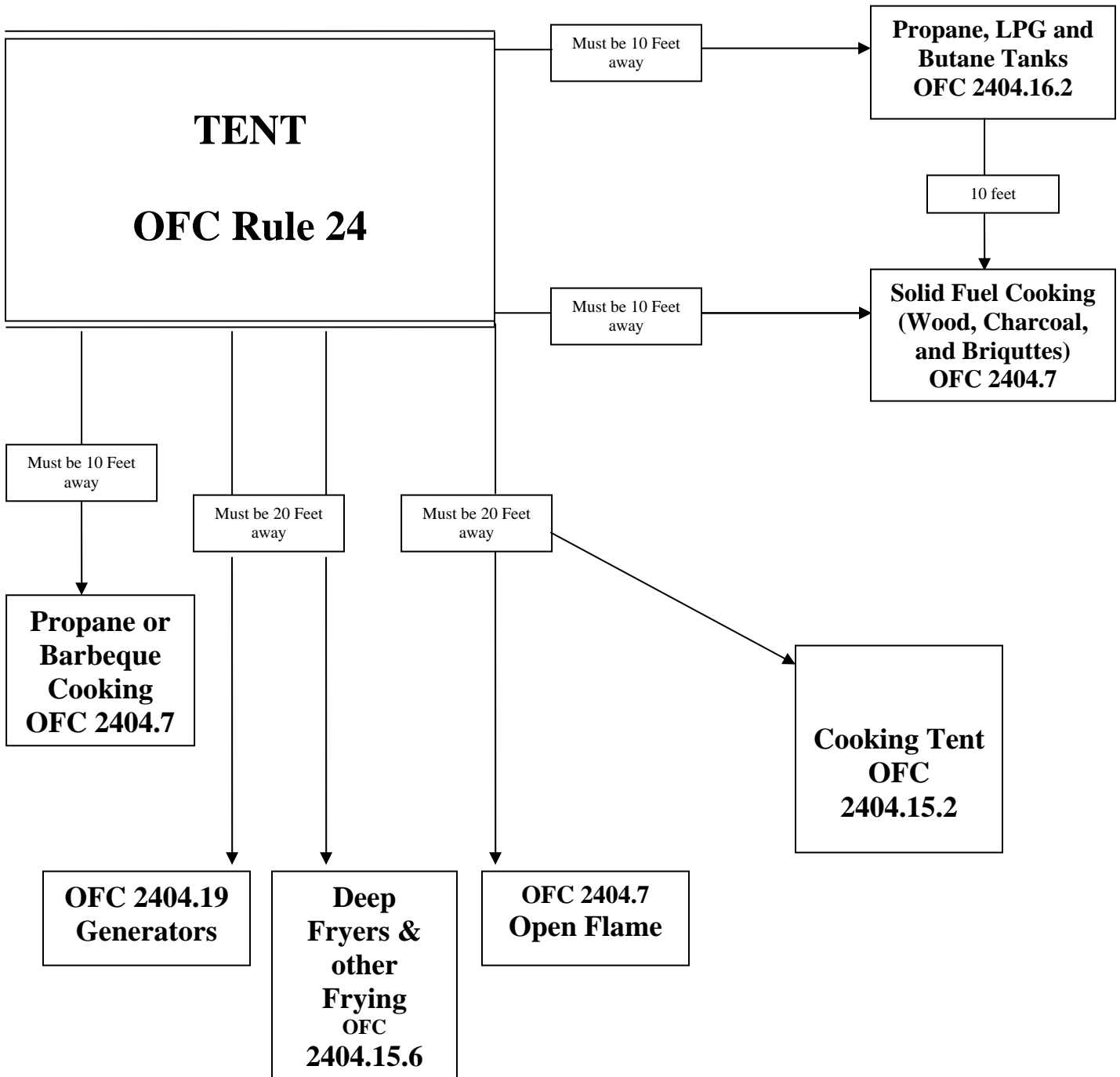
1. Duration of special event. Structures having an area in excess of 400 sq.ft. require plan review and permit issuance. **Please allow three to ten working days for plan review.**
2. Detailed site plan required, showing location of tent(s), property lines, existing structures, aisles and driveways.
3. Structure required to be located at minimum 20' away from combustible material or vegetation that create a fire hazard, property line, other tents or parked vehicles. **Exception (1), (OFC 2403.8.2):** Separation distance not required when tents not used for cooking aggregated floor area does not exceed 15,000 square feet.
***Structures in excess of 15,000 square feet at minimum will have a 50' separation distance.**
4. Flame retardant material or flame resistant treatment required. Label required to be affixed to tent or submit evidence of certification with plan review documents.
5. Exit signs required for occupant loads of 50 or more. Maximum travel distance to an exit shall not be greater than (100') feet. Exits signs shall be clearly marked and installed. Exits sign shall be an approved self-luminous type or shall be internally or externally illuminated as per OFC 2403.12.
6. A minimum of one 2A20BC portable fire extinguisher required every (75') feet of travel. Hand-held fire extinguishers shall be installed so that its top is not more than 5 feet above the floor. The clearance between the floor and the bottom of installed hand-held extinguishers shall not be less than 4 inches.
7. "NO SMOKING" signage required to be installed.
8. **Cooking tents** required to have at minimum class K or 30BC fire extinguisher(s). Cooking tents shall not be located within 20 feet of other tents.
9. **Indoor or outdoor cooking equipment** that produces sparks or grease-laden vapors shall not be within (20') feet of tents or (10') feet from exits or combustible materials.
10. Compliance with applicable sections of the 2011 Ohio Fire Code, Rule 24, 2011 Ohio Building Code Sections 111.1.6, 3102, and 3105.1.

Call Fire Prevention Bureau's Assignment Office for an inspection when installation is complete (419) 245-1140.

Date of issue: 30 July 2002	Effective Date: 30 July 2002 (T.M.C., Ord. 445-02)	Revised: 27 February 2013
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Toledo Fire Prevention Tent Layout Separation Distance Guide



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ELECTRICAL CHECKLIST

CARNIVAL AND TENT REQUIREMENTS

Licensed Electricians are required to secure permits for the following:

- 1. Temporary services**
- 2. Any install that requires an Edison hook-up**
- 3. Any permanent installation**

All other permits can be secured by the Tent Company, et. al.

Feeders shall originate in an approved distribution center.

Branch circuits shall originate in an approved panel board.

Panel Boards installed in the weather shall be weather proof.

Cords or cables identified in Table 400-4 N.E.C. for hard usage or extra hard usage shall be acceptable. The ampacity for such cords shall be according to Table 400-5 N.E.C.

Proper size grounding conductor shall be run with all feeder and branch circuit conductors.

Open splices are acceptable if not readily accessible.

All lamps for general illumination shall be protected or guarded.

Receptacles and light fixtures shall not be installed on the same circuit.

Supplementary ground rods shall be required for each:

- 1. Generators**
- 2. Distribution**
- 3. Panel Boards**
- 4. Rides**
- 5. Concession Trailers**
- 6. Tents with metal frames/poles**
- 7. Beverage trucks/Trailers**



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ELECTRICAL PERMIT
Commercial and Multi-Family

Job Address _____	Class of Work:	Associated Permits	Date: _____
Specific Occupancy: <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family	<input type="checkbox"/> New Construction	Building Permit _____	Electrical Permit No. _____
Location of Work _____	<input type="checkbox"/> Alterations	Zoning Certificate _____	
	<input type="checkbox"/> Addition		

Owner's Name	Contractor's Name
Owner's Address	Contractor's Address
City, State, Zip	City, State, Zip
Phone No.	Phone No.
Fax No.	Fax No.
Email Address	Email Address
	Contractor's License No.

WORK DESCRIPTION				
Item	Quantity	Unit Price	Sub-Total	Total
Temporary Pole		\$40.00 each		
Electric Sign Circuits		\$40.00 each		
Mobile Home Service		\$.35/amp.		
Mobile Home Pedestal		\$.35/amp.		
Pool Bonding		\$50.00 each		
Carnival Rides (maximum of \$500)		\$40 for 1 st ; \$15 ea. Additional		
Existing service release, inspection only		\$40.00 / unit		
Other (i.e. other tent / festival electrical items)		\$40.00		
Plan Review		\$50 base + \$.03/s.f., min 100 s.f		
New Construction, Alterations, Additions, plus fees shown below		\$60.00/unit		
Service change #amps _____ x units		\$.35/amp		
Electrical heat units and heat zones		\$6.00 each		
Electrical strip heaters # elements		\$6.00 each		
Circuits		\$5.00 1 st ; \$1.50 each additional		
Feed & Power Circuit		\$6.00 each		
Fixtures		\$5.00 1 st ; \$1.50 each additional		
Generators # kilowatts _____		\$40 min or \$.30/kw		
Motors = < 5 h.p.		\$4.50 each		
Over 5 to 100 h.p (total h.p of all motors)		\$4.50 ea motor + \$.50 per hp		
Over 100 h.p (total h.p of all motors)		\$60.00 ea. Motor + \$.25 per hp		
Permit Fee (minimum \$40.00 permit fee)				
1% State surcharge				
Other Fee (i.e., re-inspection fee)		\$50.00 each		
Total Permit Fee				

Comments: _____

Warning: The approval of plans by any officer or employee of this department procured by misrepresentation of facts or conditions, does not legalize any illegal construction or agreement.

In consideration of the granting of this permit, I (we), agree to save the City of Toledo harmless from any and all damages. I (we) do hereby covenant and agree to construct said work and make said installations in all respects in compliance with the provisions of the Statutes of the State of Ohio and the Ordinances of the City of Toledo, and that all statements made are correct and true. I (we) agree to comply with all orders of the Division of Building Inspection. The undersigned further agrees to dispose of all construction waste material in accordance with applicable City laws.

 Printed Name of Owner

 Printed Name of Registered Contractor

 Signature of Owner

 Date

 Signature of Registered Contractor

 Date

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Date: August 8, 2006
To: All festival sponsors and amusement ride owners
RE: State of Ohio Amusement Ride Safety Division Ruling
Amusement Ride Requirements

The State of Ohio Amusement Ride Safety Division has notified the City of Toledo Building Inspection Department that a ruling was instituted which could adversely affect the operation of amusement rides at your festival.

Effective January 1, 2006, amusement ride owners cannot connect rides to alternating current (AC) unless they have written certification that the fusible switch, enclosed circuit breaker, or panel board has been approved by a State of Ohio certified electrical inspector or a State of Ohio licensed electrical contractor. Ohio law requires ride owners to obtain written certification from the event sponsor/facility owner.

Ride owners should notify event sponsors under contract or at the time a contract agreement is signed about these new requirements.

Event sponsors/facility owners should have written certification on hand. If the certification is not available, you should contact your electrical contractor, or your electrical utility supplier.

State of Ohio Inspectors are making random, periodic checks at area festivals to enforce this law. Get your certification before your opening day. If you have any questions concerning this matter, you may contact the State of Ohio Amusement Ride Safety Division by phone at 614-728-6280, or email at ridesafety@agri.ohio.gov.



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MasterCard/Visa Remittance Form

.....Mastercard.....Visa.....

_____ **Card Number**

_____ **3 Digit Code**

_____ **Expiration Date**

_____ **Name as it appears on card**

_____ **Company Name.**

_____ **Printed Name of person signing this form**

_____ **Mailing Address, City, State, Zip**

_____ **Signature of person signing this form**

_____ **Phone No.**

_____ **Fax No.**

_____ **Email Address**

_____ **Job Address**

_____ **Fee Type** (electrical, tent, hauling, plumbing permit, license renewal, etc.)

NOTE: One Stop Shop may raise or lower an authorized amount by \$10.00 to correct a miscalculated permit fee.

Adjustment Explanation

Permit Fee Amount Authorized _____

Add \$1.00 Postage and Handling fee if permit is to be returned by mail _____

Adjustment _____

Total Amount Authorized _____

_____ **Permit Tech Initials**

_____ **Date**

_____ **Application Type / #**

_____ **Cashier's Initials**

OVERTIME REQUEST FORM

Inspector Requested: Building _____ Heating _____ Electrical _____ Plumbing _____ Refrigeration _____

Type of Inspection, i.e. Service, rough, final, carnival, etc. _____

Permit # _____ Address to be inspected: _____

Date Requested _____ Day of Week _____ Time Needed _____

I understand that notwithstanding an ordinance or permit fee paid that an inspection required on Saturday, Sunday, a holiday or after 4:00 p.m. on a regular workday will require payment of overtime fees as noted below. The minimum fee shown must be paid at time of overtime request and I agree to pay any additional costs incurred:

Saturday

Minimum \$185 per inspector. Additional \$75 per hour or part thereof per inspector after four hours.

Sunday or Holiday Overtime

Minimum \$250 per inspector. Additional \$90 per hour or part thereof per inspector after four hours.

Regular Workday 4:00 inspection

Minimum \$75 per inspector. Additional \$75 per hour or part thereof per inspector after one hour.

Regular Workday if inspector returns after 4:00 quitting time

Minimum \$185 per inspector. Additional \$75 per hour or part thereof per inspector after four hours.

Applicant Name _____ Applicant Phone # _____

Applicant Signature _____

Send Invoice to: _____

Company Name

Street Address

City/State/Zip

To pay by credit card -provide the following information:

Credit Card Number _____

Mastercard

Visa

Card Expiration Date _____ **Digit V Code (on reverse side of card)** _____

Office Use Only

Authorized by _____ Date _____