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# TEMPORARY TENTS POLICY FOR ERECTION DURING THE COVID EMERGENCY

## **I. WHEN IS A BUILDING PERMIT REQUIRED FOR A TEMPORARY TENT?**

The Ohio Building Code and the Zoning Code of the City of Cincinnati contain regulations governing the erection of tents. Therefore, a building permit is required prior to the tent's erection. During this COVID-19 emergency, all tent permit fees shall be waived.

Tents shall be allowed to be erected for the duration of the declared COVID emergency.

## **II. TENTS MUST BE LOCATED WITHIN A PERMITTED OUTDOOR DINING AREA, APPROVED TEMPORARY PRIVATE OUTDOOR DINING AREA OR TEMPORARY OUTDOOR STREET DINING AREA (see link)**

<https://www.cincinnati-oh.gov/covid19/business-recovery/bars-and-restaurants/>

Contact the following agencies:

- Building Code Plans Examination - 513-352-3316
- Zoning Code Plans Examination – 513-352-2430

## **III. HOW DO I OBTAIN A PERMIT?**

Complete an application for a permit and submit three copies of plans for review to the Permit Center at 805 Central Avenue, Suite 500, Cincinnati, Ohio 45202. It is the responsibility of the installer to get the required permits. The application and plans shall include the following information:

- A. Permit Application. Complete applicable portions, including the section entitled "Other", indicating:
  1. Intended use
  2. Date of erection
  
- B. Plot Plan - Drawn to scale showing:
  1. Size of tent
  2. Distances to other structures
  3. Location on the property. Location of the approved outdoor dining area.
  
- C. Additional Requirements
  1. The tent installer must clearly indicate if the tent(s) is being located in a space with limited access, such as a rooftop or a courtyard, and must verify that adequate egress will be available
  2. Tents with sides must have conforming exits – flap removed or side-hinged doors
  3. Tents with heat must have approval from the Fire Department
  4. Tents with electric require a separate permit from IBI
  5. A certificate verifying that the fabric is flame resistant in accordance with NFPA 701.

6. Staking/tie-downing information
7. A seating layout, aisle widths, path of travel and other requirement as applicable.
8. Show side panels (if any) and exit information
9. Provide a note on the plans instructing the owners to evacuate the tents when wind speed meets or exceeds 40 MPH
10. The tent installer must verify that the tie down is capable to resist an uplift of at least 10 psf net of horizontal tent area. The proposed type of anchoring such as stakes or concrete blocks can be used at the specific site
11. Tents cannot block fire hydrants
12. Tents cannot block the Fire department sprinkler location

#### **IV. WHAT HAPPENS AFTER I APPLY FOR MY PERMIT?**

The aforementioned agencies will review the application. (including a field inspection, if necessary) If any of the agencies has questions or comments, they will contact the person listed on the application.

- A. If the application is approved, the following steps shall be taken:
  1. Customer Service shall send emails of notification to:
    - i. The Police Department.
    - ii. The Fire Department
    - iii. The Inspection Bureau, Inc.
  2. Prior to the occupancy of the tent, an inspection shall be made by the Building Construction Inspection Section, DOTE if applicable, and the Fire Department to assure compliance with the approved plans and that the egress and seating layout comply with the applicable sections of the Cincinnati Building Code and Ohio Building Code.

#### **V. WHAT IS REQUIRED AFTER THE PERMIT IS ISSUED?**

All tents shall be erected in accordance with the approved plans. The permit will expire when the declared COVID emergency legislation ends.

#### **VI. INSPECTIONS REQUIRED (24-hour minimum notice)**

Tent installer should be responsible to call for the required inspections when the work is ready.

- General Building Inspection - 352-3267
- Fire Prevention Bureau - 357-7585
- IBI - 381-6080