

# CITY OF TOLEDO

Department of Neighborhoods



Division of Building Inspection

## **FESTIVAL/CARNIVAL PERMIT & INSPECTION INFORMATION**

It is necessary to purchase a tent permit and an electrical permit from the Division of 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 Division of Building Inspection at least 3 to 5 work days in advance of the requested inspection date.** The Division of Building Inspection's address is listed at the bottom of this letter (our office is located at the corner of Erie & Jackson Streets).

The inspections must be made during working hours (8:00 a.m. through 3:00 p.m.).

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.

If any violations are found, they must be corrected and inspected prior to the tent, booth, or ride being used.

# CITY OF TOLEDO - DIVISION OF BUILDING INSPECTION TENT PERMIT APPLICATION

Log No. . . T- . . . . . Tr. No. . . . .

### General Information

(All entries must be made by the applicant, and in ink or indelible pencil.)

Location, ownership and detail must be correct, complete and legible. Three (3) sets of site plan must be filed with each application. One Permit set is filed with Division of Inspection, one with Fire Prevention and one Permit set must be kept continually on job.

**This permit does not authorize installation of any electrical or mechanical systems. Separate permits are required.**

Set up Address  
Number & Street \_\_\_\_\_

Location on Property (parking lot, etc) \_\_\_\_\_

Owner \_\_\_\_\_ Ph. \_\_\_\_\_  
Name Street Address City State Zip

Contractor \_\_\_\_\_ Ph. \_\_\_\_\_  
Name Street Address City State Zip

Description of Work Install tents/booths/rides for special event

**Three (3) sets of site plans must be submitted with each application.**

Name or Type of Event: _____	
Sponsor/Owner: _____	
Contact Person: _____	Phone No.: _____
Date(s) of Event: _____ Time(s): _____	
No. of <b>open</b> Tents: _____	Tent sizes _____ No. of Booth(s) _____ No. of Ride(s) _____
No of <b>enclosed</b> Tents: _____ Tent sizes _____	
Cooking in Tents: ___Yes ___ No	Using Electricity: ___Yes ___No (If yes, Electrical Permit is required)
Fee Waived by City Council: ___Yes ___No	Ord No. _____
Tent Set up Date: _____ Tent Set up Completion Time: _____	
<b>Plan Review Fee: \$51.50</b>	<b>Total Fees Due with application: \$103.00</b>

### FIRE INSPECTION IS REQUIRED – SEE CHECKLIST

Valuation . . . \$1.00 . . .  
 Permit Fee \$ .50.00 . . .  
 Plan Review \$ 50.00  
 3% State Surcharge . . . \$1.50...  
**Permit Total . . . . . \$103.00 . .**

Notes:

Approved by: \_\_\_\_\_

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, and that all orders of Division of Building Inspection will be complied with.

\_\_\_\_\_  
Signature of Owner

(VOID unless receipted)

\_\_\_\_\_  
Signature of Contractor or Authorized Agent

\_\_\_\_\_  
City tax ID #

International Fire Code, Chapter 24 checklist for installation of: TEMPORARY TENTS, CANOPIES and OTHER MEMBRANE STRUCTURES

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

1. Duration of special event. (structures having an area in excess of 200 sq.ft. and an event less than 180 days require plan review and permit issuance. Please allow ten working days for a 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), (IFC 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 IFC 2402.12.6.1, #1 or #2.
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 2006 International Fire Code, Chapter 24, 2007 Ohio Building Code Sections 107, 3102, and 3103.

**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: 1 July 2007
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COMMERCIAL / MULTI FAMILY (4 or more units)  
**ELECTRICAL PERMIT APPLICATION**

CITY OF TOLEDO-BUILDING INSPECTION  
 P.O. Box 844, Toledo, OH 43697  
 One Gov't Cntr., Suite 1600, Toledo, OH 43604  
 419-245-1220 Fax 419-245-1329 www.ci.toledo.oh.us

CONTRACTOR # \_\_\_\_\_ DATE \_\_\_\_\_ APPLICATION # \_\_\_\_\_

JOB ADDRESS \_\_\_\_\_ LOCATION OF WORK \_\_\_\_\_

OWNER \_\_\_\_\_ PHONE # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ PHONE # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

CLASS OF WORK \_\_\_NEW CONST. \_\_\_ ALTERATIONS \_\_\_ ADDITION # DWELLING UNITS \_\_\_\_\_

WORK DESCRIPTION:	QTY		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	_____	First \$40, additional \$15	_____ (Max
\$500)			
Existing Service Release Inspection	_____	\$40.00 / unit	_____

**NEW CONSTRUCTION, ALTERATION OR ADDITION \$60.00 PLUS fees shown below \$60.00**

Service # _____ amp	_____	\$.35/amp	_____
Heat Units and Heat Zones	_____	\$6.00 each	_____
Strip Heaters	_____	\$6.00 each	_____
Circuits	_____	First \$5.00/additional \$1.50 ea	_____
Feed & Power Circuit	_____	\$6.00 each	_____
Fixtures	_____	First \$5.00/ additional \$1.50 ea	_____
Generators _____ kw	_____	\$40.00 minimum or .30/kw	_____
Motors =< 5HP	_____	\$4.50 each	_____
Over 5 to 100 hp _____ hp	_____	\$4.50 plus \$.50 per hp	_____
Over 100 hp _____ hp	_____	\$60.00 + \$.25 per hp	_____

COMMENTS: \_\_\_\_\_

PERMIT FEE \_\_\_\_\_ (Minimum \$40.00 permit fee)  
 STATE SURCHARGE \_\_\_\_\_ ( 3% of permit fee)  
 Reinspection Fee \$35.00 each \_\_\_\_\_  
 TOTAL FEE \_\_\_\_\_

WARNING: The approval of plans procured by misrepresentation of facts or conditions 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 and that all orders of Division of Building Inspection & Code Enforcement will be complied with. The undersigned further agrees to dispose of all construction waste material in accordance with applicable city laws.

\_\_\_\_\_  
 Owner Signature

\_\_\_\_\_  
 Registered Contractor Signature

# CITY OF TOLEDO



## **ELECTRICAL CHECKLIST CARNIVAL AND TENT REQUIRMENTS**

**Licensed Electricians are required to pull 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 pulled 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.**

**All wiring shall also comply with:**

- NEC 525 (attached)**
- TMC 1345.04 G (attached)**

**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**

# CITY OF TOLEDO



Division of Building Inspection

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 local building authority, or 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 (419) 245-1220.

CITY OF TOLEDO -ONE GOVERNMENT CENTER, SUITE 1600, TOLEDO, OH

Phone 419-245-1220 fax 419-245-1329

**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 \_\_\_\_\_

Office Use Only

Authorized by \_\_\_\_\_ Date \_\_\_\_\_

**P/Inspection/Fonns:Overtime Request**