



# Tent Permits

**The City of Springfield requires a Tent Permit to be obtained in order to erect tents on a property for temporary purposes. Permit requirements include:**

- The tent is over 400 square feet and has side walls OR the tent is over 700 square feet with no side walls
- The tent is erected for less than 180 days
- If fifty (50) or more people will occupy the tent, a detailed floorplan, including the means of egress, is required, to include an on site inspection from the Fire Marshals' Bureau prior to event
- The separation distances must meet the limitations set forth in Ohio Fire Code Section 3103.8
- The tent must be adequately anchored to withstand the weather and prevent collapse
- Applicant must provide a flame propagation certificate for the tent or awning from the tent owner
- The permit holder must understand that there shall be NO SMOKING in the tent
- A \$75.00 tent permit fee must be submitted to the City of Springfield Fire Rescue Division, 350 N. Fountain Ave., Springfield, Ohio 45505 and a permit obtained prior to erecting the tent

Please contact the Fire Marshal's Office at 937-324-7610 if you have questions.