

# **Assembly Tents and Structures Document**

## **Procedure for Approval of Temporary Structures and Tents**

This document will outline the procedure for obtaining approval for Temporary Structures and Tents for both single installations and events from the City of Dublin (the City) and Washington Township Fire (the Township).

### **Single Installations:**

- A) An Application for Temporary Structures must be obtained and completed in order to proceed with the review and approval of all Temporary Structures and Tents within the City. The applicant will also be required to obtain and complete the requisite application form from the Township in order to proceed. The City will coordinate the application submittal process with the Township.
  
- B) At the time of application, applicable construction documents as prescribed by Ohio Building Code (OBC) Section 3103.2 shall be submitted to Building Standards for review and subsequent approval.
  - a. Site plan showing relevant structures
  - b. Scaled drawings for assemblies tents, to include but not limited to egress, accessibility and occupant seating layout
  - c. Scaled drawings for all other accessory structures, to include but not to limited to bleacher, fences, TV towers etc. and all accessibility issues associated with such structures
  - d. Applicable design criteria
  - e. General description of the structural system
  - f. Manufacturer's general design assumptions and loading data
  - g. Lateral Stability (Main Wind Force resisting) system
  - h. Tie-down capacities to resist upload forces carried to grade.
  - i. Foundation, baseplate and cribbing details
  - j. Guy wire and ballasting requirements
  
- C) The complete application will be reviewed by Review Services and a response to that review shall be obtained within seven (7) days of the submitted application. The complete application is eligible to be submitted and reviewed as part of the City's Walk-thru process.
  
- D) Inspections must be requested at least 72 hours in advance of the erection of the Temporary Structure and/or Tent. The installer must call the Township, first, in order to obtain a date and time. Once the date and time have been established, the installer must call the Building Standards Inspection Line in order to schedule with the City and coordinate with the Township.

## **Event Installations:**

- A) An Application for Temporary Structures must be obtained and completed in order to proceed with the review and approval of all Temporary Structures and Tents within the City. The applicant will also be required to obtain and complete the requisite application form from the Township in order to proceed. The City will coordinate the application submittal process with the Township.
  
- B) An Application for Temporary Structures must be obtained and completed in order to proceed with the review and approval of all Temporary Structures and Tents within the City of Dublin (City). The City will coordinate the application submittal process with Washington Township (Township). The applicant will also be required to obtain and complete the requisite application form from the Township in order to proceed.
  
- C) 45 days prior to the event, a Master Site Location Map with topographical information along with a building matrix locating all structures shall be submitted to the City of Dublin Building Standards (Building Standards) for review.
  - a. A determination, based upon OBC Section 3103.1.2 and Ohio Fire Code Section ..., shall be made separating tents that only requires review by Washington Township Fire as opposed to those that only requires review by Building Standards.
  
- D) 30 Days prior to the event, construction documents as prescribed by Ohio Building Code (OBC) Section 3103.2 shall be submitted to Building Standards for review and subsequent approval.
  - a. Site plan showing relevant structures
  - b. Scaled drawings for assemblies tents, to include but not limited to egress, accessibility and occupant seating layout
  - c. Scaled drawings for all other accessory structures, to include but not to limited to bleacher, fences, TV towers etc. and all accessibility issues associated with such structures
  - d. Applicable design criteria
  - e. General description of the structural system
  - f. Manufacturer's general design assumptions and loading data
  - g. Lateral Stability (Main Wind Force resisting) system
  - h. Tie-down capacities to resist upload forces carried to grade.
  - i. Foundation, baseplate and cribbing details
  - j. Guy wire and ballasting requirements
  - k. Generator information, if applicable
  - l. Special Inspector qualifications in accordance with OBC 108.2.10. , as may be required by the Chief Building Official.

- E) Along with the construction drawing submittal, an Operations Management Plan shall be submitted for review to Building Standards with the following information:
  - a. Designated Person(s) In Charge
  - b. References to the engineering drawings and calculations, including system layout and safety zones for identified structures
  - c. Weather monitoring procedures
  - d. Detailed Action Plan, showing control setpoints (wind Speeds) correlated to a sequence of associated actions required (removing side and rear scrims, lowering equipment), up to and including stop-show, and/or evacuation if prudent.
  
- F) The complete application will be reviewed by Review Services and a response to that review shall be obtained within fourteen (14) days of the submitted application. The complete application is eligible to be submitted and reviewed as part of the City's Walk-thru process.
  
- G) Inspections must be requested at least 72 hours in advance of the erection of the Temporary Structure and/or Tent. The installer must call the Township, first, in order to obtain a date and time. Once the date and time have been established, the installer must call the Building Standards Inspection Line in order to schedule with the City and coordinate with the Township.
  
- H) Certificates of Occupancy for Temporary Buildings shall be issued for each temporary structure and/or tent prior to occupancy of said structures.
  
- I) The site or venues Emergency Response Plan shall be collaborated with the plan specific to each structure. Such plan shall be available on-site for review by the Fire Marshal and the Building Official when requested.