



# WASHINGTON TOWNSHIP FIRE DEPARTMENT TENT, CANOPY, OR INFLATABLE (MEMBRANE STRUCTURE) PERMIT APPLICATION FEE \$50.00

**These items must be returned with the application fee before permit will issued:**

1. Completed Application Form
2. Certificate of Flame Resistance
3. Site Plan and Interior Layout (i.e., tables & chairs, stage, etc)
4. Depending on location, a City of Dublin event permit or rental agreement may also be required.

**Application Date:** \_\_\_\_\_ **Type:** Tent ☐ Canopy ☐ Inflatable ☐

**Applicant's Name (print)** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*NOTE: An email address is needed to send out tent review and/or permit*

**Name of Event (or Business):** \_\_\_\_\_

**Address of Event:** \_\_\_\_\_

**Proposed Use (Meeting, Party, etc):** \_\_\_\_\_

**Date(s) of Use:** \_\_\_\_\_ **Time of Use:** \_\_\_\_\_ **Alcohol Served?** Y ☐ N ☐

**Scheduled Set-Up Date/Time (Completed):** \_\_\_\_\_



## STRUCTURE/ INFLATABLE INFORMATION

☐ **Structure Dimensions** Tent #1: \_\_\_\_\_ (ft) X \_\_\_\_\_ (ft) **Tent Sides:** Y ☐ N ☐  
Tent #2: \_\_\_\_\_ (ft) X \_\_\_\_\_ (ft) **Tent Sides:** Y ☐ N ☐  
Tent #3: \_\_\_\_\_ (ft) X \_\_\_\_\_ (ft) **Tent Sides:** Y ☐ N ☐

**Will there be any heating or cooking equipment in the structure?** Y ☐ N ☐

If "Yes" please explain: \_\_\_\_\_

☐ **Inflatable Information: Number of Inflatables:** \_\_\_\_\_

**Descriptions:** \_\_\_\_\_

**Provider/Vendor of Inflatables:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

*I certify the above information is true to the best of my knowledge. I agree to install and to use the tent, canopy, membrane structure in accordance with the Washington Township Fire Code requirements.*

**Applicant Signature:** \_\_\_\_\_ **Printed:** \_\_\_\_\_

6200 Eiterman Road  
Dublin, OH 43016

614 652 3920

[wtwpdublinoh.gov](http://wtwpdublinoh.gov)

Please submit completed applications, along with the above required documentation to [prevention@wtwpdublinoh.gov](mailto:prevention@wtwpdublinoh.gov) no later than 14 days before the event date. Applications will not be reviewed until all required information has been received.