



City of Trotwood, Ohio
3035 Olive Road, Trotwood, Ohio 45426-2600

Department of Planning & Development
Phone: (937) 854-7227 Fax: (937) 854-0574

TENT PERMIT

Date: _____ FEES: \$50

THE PROPERTY: Address: _____ Zip _____

PROPERTY OWNER: Name: _____ Phone #: _____

Address: _____ City _____ State _____ Zip _____

THE APPLICANT: Name: _____ Phone #: _____

Address: _____ City _____ State _____ Zip _____

TENT:

Size of tent _____ feet x _____ feet Total square feet _____

Set back from street pavement _____ feet

Flame retardant certificate issued and attached yes no

Tent set up date _____ Tent tear-down date _____

Location of tent on property: _____

NOTE: Tents often require inspections by Trotwood Fire & Rescue as well as Montgomery County Building Department. Upon receiving approval for this permit, you must inquire about needed inspections with:

- ❖ Trotwood Fire & Rescue — (937) 854-7270
- ❖ Montgomery County Building Department — (937) 225-4622

I certify that all information and attachments to this application are true and correct to the best of my knowledge. Upon receiving approval, I agree to contact Trotwood Fire & Rescue and the Montgomery County Building Department at the above contacts to schedule inspections for tents greater than 100 sq. ft.

Applicant's Signature _____ Email _____

Permit # _____ Parcel ID: _____ Zoning District: _____

Application is _____ approved _____ not approved. _____ / _____

TENT PERMIT INSTRUCTIONS

When is a tent permit required?

- ❖ Prior to erecting a tent in any zoning district in the City of Trotwood.
- ❖ You must obtain a permit for each tent. If you will use multiple tents, you must submit one permit + fee PER TENT.

What do I have to do to receive a permit?

- ❖ Complete a Tent and Festival Permit application and submit to the Zoning Administrator's Office along with a drawing showing the location of the proposed activity or use on the property.
- ❖ The information on the application should be in compliance with the requirements of Section 1189.09 (f) of the Zoning Code.

What's the next step?

- ❖ When review of the application is completed you will be notified by telephone that the application has been approved and the permit may be picked up, or that additional information is required. The review period is normally a minimum of three (3) business days.

Additional permits?

- ❖ Discuss the need for other permits with the Zoning Administrator's Office. You also must contact the Fire Department for an inspection prior to using the tent.

Questions?

- ❖ If you have any questions a staff member in the Zoning Administrator's Office is available to assist you Monday through Friday from 8:00 a.m. to 5:00 p.m. at 937.854.7227.