

**CITY OF OBERLIN BUILDING DEPARTMENT  
TEMPORARY OCCUPANCY**

**TENTS and MEMBRANE STRUCTURE (As described in OBC Section 3102)**

Submit one application for each building or structure. Please print or type. All sections must be completed.

Tents and membrane structures having an area in excess of 200 square feet shall not be erected, operated or maintained for any purpose without first receiving plan approval in accordance with the provisions of Chapter 1 of the Ohio Building Code.

**In order to obtain a Temporary Certificate of Occupancy:**

1. Project must have full plan approval from the Planning and Building Department unless otherwise approved by the Building Official.
2. A site plan and floor plan showing the location of the membrane structure is required with this application. If electric is being used, show the source and all applications on the plan. If any other fuel source is being used, that must be shown and a full description of the use submitted.
3. Submit certificate of flame resistance for the tent material and describe structural frame and type of anchorage.
4. Once the application is approved, requests for inspections must be made by calling 440-774-3428.
5. A Temporary Certificate of Occupancy will be issued after all necessary inspections have been approved.
6. **A Temporary Certificate of Occupancy is only valid for 90 days or a pre-approved time period requested.**
7. A Temporary Certificate of Occupancy may be extended upon written request ten (10) days in advance of expiration date.

<b>1</b>	CPA NUMBER <i>(Office use only)</i>	Complete all sections of this application; submit documents as listed in #2 and #3 above and fee's as listed in #4 and #6 below.			
<b>2</b>	Name of Project:				
	Exact Address of Project:				
<b>3</b>	Name of Submitter:				
	Address:		City:	ST:      Zip:	
	Phone: (      )		email:		
<b>4</b>	List the dates and times the Temporary Occupancy is requested: Specific Use Temporary Occupancy is being requested for:				
	Tents erected for less than 24 hours: \$110.00 processing fee + 3% OBBS State Fee. Tents erected for more than 24 hours: \$300.00 processing fee + \$9.50/100 square feet (round up to the nearest 100 sf) + 3% OBBS State Fee.				
	Size (width x length x height):		Square footage of requested temporary occupancy:		
<b>5</b>	Check which inspections will be required:		<b>6</b>	<b>FEES TO BE PAID</b>	
	<input type="checkbox"/> Building/Fire Safety			Fee per Section 4	
	<input type="checkbox"/> Electric			3% O B B S fee (State Fee)	
	<input type="checkbox"/> Plumbing			<b>Total</b>	
<input type="checkbox"/> Mechanical    Estimated Cost:					
<b>7</b>	Fees paid by <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card   List check number here _____ Make checks payable to: <b>City of Oberlin</b>				
<b>8</b>	I hereby certify that I am the (select one) <input type="checkbox"/> <b>Owner</b> <input type="checkbox"/> <b>Agent for the Owner</b> and that all information contained in this application is true, accurate and complete to the best of my knowledge, and that all official correspondence in connection with this application should be sent to my attention at the address shown above.				
_____		_____			
Signature		Date			
_____					
Print or type the name of signer					
<b>9</b>	<b>THE AREA BELOW IS FOR OFFICIAL USE ONLY</b>				
	Date received:	Processed by:			
	Date Approved:	Approved by:			