

City of Fairlawn Zoning, Housing & Residential Building Department

Special Event Application

Project Name & Address _____

Emergency Contact 1 _____ Phone _____

Emergency Contact 2 _____ Phone _____

Date of special event _____

Property Owner _____ Phone _____

Property Owner Address (if different than above) _____

Crowd Estimate _____ Will an entry fee be charged? _____ Any outside fuel sources? _____

Hours of Operation _____ Will security be required? _____

Will food be sold or dispensed? _____ Will alcohol be sold or dispensed? _____

Describe any temporary structures to be erected _____

Describe types of activities (such as games, activities, rides, etc.) _____

PERMIT FEE - \$100.00

1. Three (3) plot plans must be included with this application showing locations of all temporary structures and signage to be included.
2. Include a copy of proof of insurance.
3. Include any certificates of flammability for any temporary structures to be erected.
4. It is the applicant's responsibility to contact Summit County Department of Building Standards and Health Department for additional regulations and permits.
5. Copy of liquor license if applicable
6. It is the applicant's responsibility to provide security as approved by the Fairlawn Police Dept.

The undersigned (if not property owner) hereby states that authority has been granted by the owner to apply for this permit. The undersigned shall comply with all rules and regulations of the City of Fairlawn, the adopted zoning codes, and the laws of the State of Ohio. Further, all work shall be conducted in a workmanlike manner.

Please allow 10-14 days for review of this application.

Applicant Signature _____ Date _____

Print Applicant Name _____ Phone _____

Email Address: _____ Fax: _____

(If you wish to be contacted by email)

3487 S. Smith Rd. • Fairlawn, OH 44333 • 330-668-9500 / (Fax) 330-668-9546
Email: bldg_zoning@ci.fairlawn.oh.us



CITY OF FAIRLAWN

The Fairlawn Fire Department, based on the Ohio Fire Code and the State Fire Marshall's office, is providing you with a list of specific fire safety items required to ensure a safe public event. This does not exclude other safety requirements as prescribed by other agencies. However, it does offer specific areas of concern that we frequently encounter. Please review them and distribute copies of this list to all vendors participating in the event.

- 1) **A fire extinguisher is required for all tents and trailers.** Trailers and tents involved in cooking operations are required to have a fire extinguisher with a 10 lb. A:B:C rating or K class extinguisher. The Fire Official, based on tent size and other hazards, may require additional fire extinguishers. **EXCEPTION:** Extinguishers are not required for pop-up type canopies 10 feet by 10 feet or less in size which do not have side panels. Ratings are clearly marked on the extinguisher. Extinguishers must display a current inspection tag by an authorized extinguisher service company. Extinguishers shall be clearly visible and readily accessible.
- 2) Propane cylinders are to be of an approved type and secured to a non-movable structure. **Securing cylinders to tent structures is not permitted.** This is to prevent the tipping of the cylinder and damage to the valve. If this cannot be accomplished, the Fire Official must approve alternate methods of securing prior to use. Cylinders are to be checked for leaks utilizing a soapy water solution. Fittings are to be tight and of an approved type for propane use. Propane tanks shall have shaded cover to avoid direct sunlight.
- 3) **Prior approval must be obtained before open flame devices can be placed under tents.** This includes grills, french fryers, and free standing propane burners. The Fire Official may permit some types of totally enclosed stoves or griddles with prior approval.
- 4) Tents and air-supported structures shall have an affidavit or affirmation attesting to flame retardency. The documents are to be on site and available for inspection.
- 5) Fire lanes and Fire Department connections are to be established as directed by the Fire Official and shall be maintained at 24 feet. This measurement shall be obtained and established after all awnings are extended and tents located and set up.

- 6) Fire hydrants are not to be blocked and shall have ten (10) feet of clearance on all sides.
- 7) **NO SMOKING signs** are to be posted in all public assembly tents in places visible to the general public. **Exit signs** are also required and shall be placed directly above the exits as determined by the fire official.
- 8) All electrical cords shall be UL approved and free from damage. Cords should have the proper plug ends and be located to prevent damage. Bridging may be necessary in areas where cords are located in foot and vehicle traffic paths. Cords should also be protected from water and other environmental issues. **Multi-plug adapters, such as cube adapters and plug strips without circuit protection (fuse or circuit breaker), are prohibited.** All extension cords are to be approved for outdoor use. Temporary lighting is not permitted to be suspended from the wiring unless designed to do so. A support wire shall be attached to the wiring of the lighting to ensure its stability.
- 9) All electrical generating equipment (generators and similar equipment) shall be grounded utilizing approved grounding rods and cables. Proper fueling and refueling techniques shall be observed. A fire extinguisher shall be located at the generator.
- 10) Accumulation of waste and debris shall be prohibited so as not to cause an increase potential for fire.
- 11) Prior to the event, the Fairlawn Fire Department Inspection Division shall be notified of any cars, trucks, motorcycles, helicopters or any other mechanized equipment that will be used for the event.

Should you have any questions related to the above items or in regards to any other fire safety issues, please feel free to contact the Fairlawn Fire Department Inspection Division at 330-668-9540.