



City of Steubenville

Planning and Zoning Commission

Building Inspection Division

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TEMPORARY TENT PERMIT GUIDELINES

Permits are required for all tents over 120 sq.ft. that are erected on private property.

OBC Building Permits must be issued to a general contractor.

A plan review by the Building Department and Fire Prevention Division will be required for all tents where one or more of the following conditions exist.

- Tent will be over 700 sq. ft.
- Tent is not open on all sides
- Occupant load greater than 50
- Located within 20 feet of another tent, building, accessory structure or property line

The following information is required for a plan review:

- Site plan (scaled)
- Floor plan (scaled)
- Seating plan with aisle dimensions (scaled)
- Flame certificates
- Anchoring details
- Description of use
- Location of heating and electrical equipment
- Number of occupants

Separate permits may be required from:

- Health Department, for food service.
 - Fire Department, for flammable and combustible liquids.
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