



TENT PERMIT APPLICATION*

Please print legibly. To apply, email completed form and plans in PDF format to commdev@cityofoxford.org

BOX 1 | FIRE DEPARTMENT PRE-APPROVAL (Required) Select one

<p>Approval by the Oxford Fire Chief is required as a prerequisite to processing applications where a tent is 400 square feet or larger.</p> <p>Has pre-approval been obtained?</p> <p><input type="checkbox"/> Yes, authorization obtained at right</p> <p><input type="checkbox"/> Yes, separate documentation is included with submittal</p> <p><input type="checkbox"/> No, tent is under 400 square feet in size</p>	<p>FOR OFFICE USE ONLY</p> <p>Fire Department Authorization:</p> <p><input type="checkbox"/> Tent Pre-Approved</p> <p><input type="checkbox"/> Tent is Exempt from Review</p> <p>Fire Chief Initials: _____</p>
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BOX 2 | PROPERTY TYPE (Required) Select one

<input type="checkbox"/> Single-Family Dwelling	<input type="checkbox"/> Multi-Family Building/Site (Apartments/Condominiums/etc.)
<input type="checkbox"/> Two-Family Dwelling	<input type="checkbox"/> Commercial or Industrial Building
<input type="checkbox"/> Three-Family Dwelling	<input type="checkbox"/> Mixed Use Building (Commercial & Residential uses share the same building)
<input type="checkbox"/> Fraternity or Sorority House	<input type="checkbox"/> Other – Describe: _____

BOX 3 | PERMIT DETAILS

Work Location Address(es) (Required)	Parcel Number(s)
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BOX 4 | TENT DETAILS

How many tents will be installed on the property? (Required)	Planned Installation Date (Required)	Planned Removal Date (Required)
Select size of largest tent planned (Required) <input type="checkbox"/> 0 to 199 sq ft <input type="checkbox"/> 400 to 699 sq ft <input type="checkbox"/> 200 to 399 sq ft <input type="checkbox"/> 700 sq ft or larger	Will any planned tent have sides? (Required) <input type="checkbox"/> No <input type="checkbox"/> Yes	Will the tent interfere with access drives into or within the property or block any parking spaces? (Required) <input type="checkbox"/> No <input type="checkbox"/> Yes

BOX 5 | CONTACT INFORMATION & SIGNATURE

PERSON	NAME	ADDRESS	PHONE	EMAIL
Applicant (Required)				
Property Owner (Required)				
Tent Installer (Required)				

As the owner or owner's agent, I hereby agree all information contained in this application is true, accurate, and complete, and I will install the work written above in compliance with the laws of the State of Ohio and with the City of Oxford Building, Zoning, and other related codes. I also acknowledge it is the owner's responsibility to verify the location of property lines when installing features on the property.

Applicant Signature (Required) _____ Date (Required) _____

SPACE FOR OFFICE USE ONLY	
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