



**PUBLIC EVENT  
 PERMIT APPLICATION**

The public safety plan, where required by the **Ohio Administrative Code (OAC) 1301:7-7-04 Emergency Preparedness and Planning** shall address such items as emergency preparedness; fire safety; evacuation, and lockdown plans; emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles), vendor and food concession distribution.

The need for the presence of Fire Inspector or Emergency Medical Services personnel, or the presence of Law Enforcement will be determined from the provided information.

A permit is required for all special events in Tallmadge. The permit fee is \$30.00 per event and must be issued 30 days prior to your event. If you are holding the same event in the same format more than once in the same location per year only one permit is required if all dates are posted on the permit. The following information is required for permit application:

**Name of Event:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Promotor Mailing Address:** \_\_\_\_\_

**Date of Event(s):** \_\_\_\_\_

**Times Event is Open to the Public:** \_\_\_\_\_

**Expected Attendance per Day:** \_\_\_\_\_

**No. of Food Trucks expected:** \_\_\_\_\_

**Request for a Fire Inspector, Fire or EMS Personnel:** \_\_\_\_\_

The Following Items Must be submitted for review with the permit application:

1. **A site map that includes: (OFC 404.2.2 Fire safety plans).**
  - a. Locations of fire hydrants and FDC
  - b. Emergency vehicle access drives (20 feet wide)
  - c. Emergency evacuation assembly points
  - d. Vendor and food service locations.
2. **A floor plan that includes: (OFC 404.2.2 Fire safety plans).**
  - a. Complete layout of all tables, chairs, fences, vendors, and machines.
  - b. Exit aisles and show widths.
  - c. All fire protection devices including the location of fire extinguishers, alarm panels and sprinkler risers.
  - d. All exit doors.



- e. Any tents or food service operations. Tents and/or canopies are not permitted inside a fire suppressed building.
  - f. Vehicles or trailers of any kind.
- 3. An evacuation plan that includes: (OFC 404.2.2 Fire safety plans).**
- a. Primary and secondary exit routes.
  - b. Procedures for notifying occupants.
  - c. Procedures for occupants under a defend-in-place response.
- 4. Vendor and food service layout**
- a. Propane is not permitted indoors.
  - b. Temporary cooking operations must be separated from structures and exits by 10 feet.
  - c. Cooking under a tent is not permitted unless prior approval by the Fire Marshal.
  - d. Tents and/or canopies are prohibited inside any fire suppressed building.
  - e. All food service must have vendors license from summit county or the state.
  - f. No open flames are permitted in any buildings.
- 5. If Security or EMS is requested or required for your event the request must be presented with this application. The information used in this application will determine if a Fire Inspector, EMS, or Police will be required for your event. If any Safety force members are required, you will be advised of the cost. All required members will be paid directly by the permit applicant. Any event in which the expected attendance exceeds 500 persons a Tallmadge Fire Inspector must be in attendance. The Fire Code Official and/or the Authority Having Jurisdiction (AHJ) may require a Fire Inspector at your event.**
- 6. The fire inspector, EMS or police personnel will get paid, at a minimum the hours posted on the application. Any time over the posted schedule will be charged to the next quarter hour. Personnel will be paid at the end of the event, either by check or cash.**
- 7. The promotor must contact the Tallmadge Police Department directly for any required police officers. 330-633-0970.**
- 8. Permit applications and the fee are to be submitted to the Tallmadge Fire Department.**
- 9. Food trucks must be inspected before the start of the event.**
- 10. A fire safety inspection will usually occur on the day of the set-up of the event. A final fire safety inspection will usually occur at least an hour before the start of the event. This time could change depending on the event.**
- 11. A check for the fee shall be mailed or dropped off at:**

**Tallmadge Fire Station #1. - 85 West Overdale Dr. Tallmadge, OH 44278**

Permits approved by the fire chief, or fire code official are approved with the intent that they comply in all respects to the Ohio Fire Code. Any omissions or errors on the permits do not relieve the applicant of complying with all applicable requirements of this code.

The fire chief or fire code official may revoke a permit or approval issued under the provisions of this code if upon inspection any violation of the code exists, or if any false statement or misrepresentation as to material fact in the application, data or plans on which the permit or approval was based, or if any fees required by this code for inspections or permits have not been paid in full.

I hereby acknowledge that I have read this application, that the information provided is correct, and that I am authorized to act on behalf of the organization.

\_\_\_\_\_  
Printed Name

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Signature



THE CITY OF  
**TALLMADGE**  
HISTORY MOVING FORWARD

CHIEF JOHN UNDERWOOD  
JUNDERWOOD@TALLMADGE-OHIO.ORG  
PHONE: (330) 633-0970 FAX: (330) 633-5177

**Approved:** \_\_\_\_\_

**Denied:** \_\_\_\_\_

Authority Having Jurisdiction (AHJ) Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

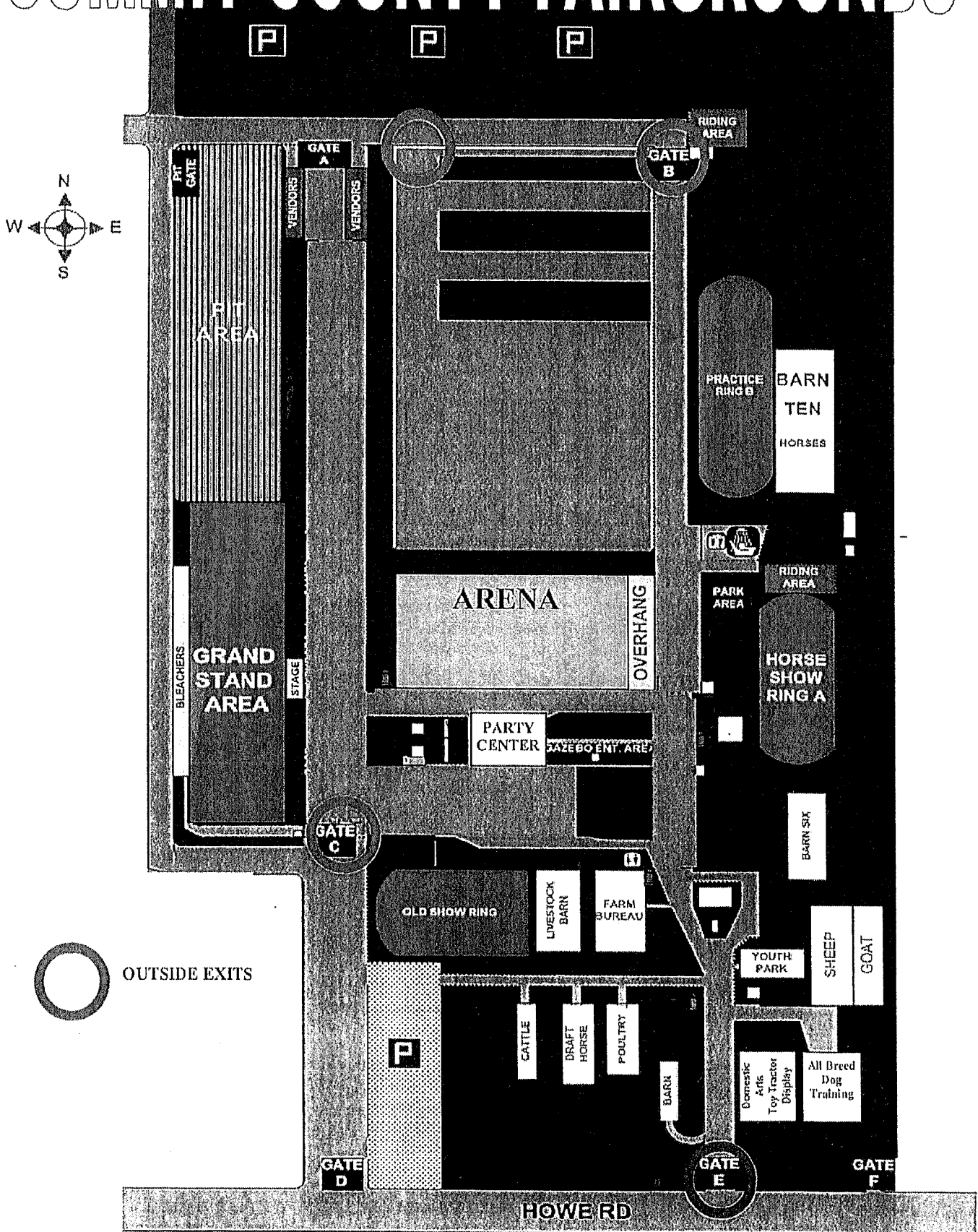
**Please contact me with any questions, comments, or concerns: [jquick@tallmadge-ohio.org](mailto:jquick@tallmadge-ohio.org)**

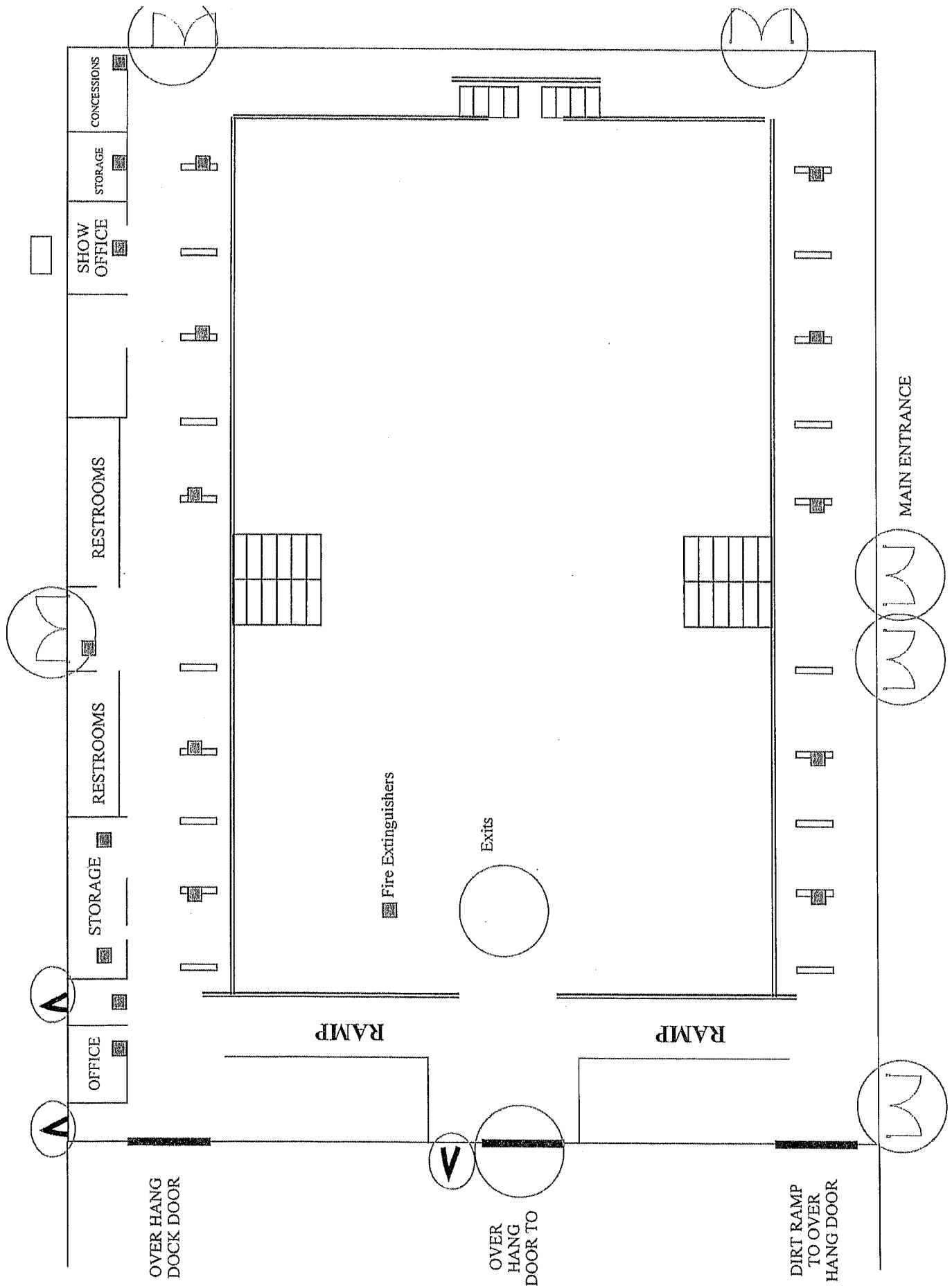
Revised: 05/05/2023



**Jeffrey Quick**  
Battalion Chief - Fire Marshal  
The City of Tallmadge  
Fire Department  
p: 330-633-0970 • m: 330-803-0521  
85 W. Overdale Drive, Tallmadge, Ohio 44278  
[tallmadge-ohio.org](http://tallmadge-ohio.org)

# SUMMIT COUNTY FAIRGROUNDS





CONCESSIONS

STORAGE

SHOW OFFICE

RESTROOMS

RESTROOMS

STORAGE

OFFICE

Fire Extinguishers

Exits

RAMP

RAMP

MAIN ENTRANCE

OVER HANG DOCK DOOR

OVER HANG DOOR TO

DIRT RAMP TO OVER HANG DOOR

A

A

B

B

M

M

