



The City of Bedford Heights

5661 PERKINS ROAD
BEDFORD HEIGHTS, OHIO 44146
PHONE: 440-786-3237 FAX: 440-786-3277

APPLICATION FOR TEMPORARY SPECIAL EVENT PERMIT

Complete applications must be submitted at least 30 days prior to the event.
Site plan required

Applicant: _____

Address: _____

Phone: _____

Contact Person & Organization: _____

Type of Event: _____

Date & Address of Event: _____

Time of Event: _____

Number of Participants: _____

I hereby agree to all applicable regulations set for Special Event application compliance. I agree to adhere to all approved site plans as submitted. I understand that an inspection is required by the Police, Fire and/or Building Departments prior to conducting this Special Event. I agree that any alterations or failure to fully comply with any regulations set forth will result in immediate permit revocation and termination of this special event by order of the Police, Fire or Building Department personnel.

Signature: _____ Date _____

Printed Signature Name: _____

PERMIT APPROVAL

Date Received: _____

Roger Houpt, Building Official

Michael Marotta, Chief of Police

Ken Ledford, Fire Chief

Mayor Fletcher D. Berger

Special Event Regulations/Requirements:

- Submit site plan. Required information: Property lines, locations of all buildings, locations of all tents, fire lanes, entrances/exits, areas for cooking, stages, location of restrooms, location of power sources, location of any temporary signs and decorations (inflatable), any open flame or pyrotechnics, and any other temporary use of materials that would not normally be present on site.
- Submit completed permit application – minimum 30 days prior to event.
- Submit floor plan. Required information: Area of congregation of people, tables/chairs, exit ways, extinguisher locations, lighting procedure for power outages, location of electrical equipment, any special materials for display or use and seating capacity (posted signage).
- Submit tent information. Required information: Approved material used for tent, all open flames (minimum 20 feet from tent), 3 foot corridor between contents of tent and tent envelope, minimum 1-4A or 2-2A fire extinguishers for each tent. Hay straw, shavings or similar materials in or around tents are prohibited.
- Submit application for other fire related permits. Permits required for open burning (EPA and Local Fire), tent permit and air supported structure (local Fire), place of assembly permit, firework permit, pyrotechnics and special effects permit.
- Other agency approvals (submit as required):
 - Police Department
 - Fire Department
 - Health Department
 - EPA
 - Other _____
- ✓ Other Requirements
 - ✓ Banners, flags, or other temporary advertisements are prohibited on the exterior of any building or in front yards/setbacks.
 - ✓ Temporary signs / inflatable Permits Required.
 - ✓ Noise ordinances are in effect for Special Events.
 - ✓ Other requirements may be enforced upon inspection.



The City of Bedford Heights
FIRE PREVENTION BUREAU
5661 PERKINS ROAD
BEDFORD HEIGHTS, OHIO 44146
PHONE: 440-786-3250 FAX: 440-786-3276



APPLICATION FOR FIRE PERMITS

DATE: _____
 LOCATION _____
 OWNER/TENANT _____ PH # _____
 CONTRACTOR _____ CONTR PH # _____
 ADDRESS _____ CITY/ZIP _____

PERMIT TYPE	SECTION NUMBER	NO.	\$ PER UNIT	TOTAL
SINGLE USE PERMITS				
Bonfire	F- 403.4		25.00	
Heating for outworkers	F- 403.4		2.00	
Flame producing device for paint removal	F- 404.2		2.00	
Installing, enlarging, updating or extending any fire alarm, detection, or fire suppression system (separate building permit required)	F- 501.2		25.00	
Fumigation, thermal insecticidal fogging	F- 1401.2		20.00	
Tents; air supported structures	F- 2001.2		20.00	
Welding or cutting operations	F- 2201.2		20.00	
Transportation of explosive material	F- 3001.2(b)		20.00	
Use of explosive materials	F- 3001.2(c)		20.00	
Fireworks	F- 3107.1		25.00	
Pyrotechnic and special effects (indoors)	F- 3119.1		25.00	
FLAMMABLE AND COMBUSTIBLE LIQUID TANKS				
Installation (per tank)				
Up to 3500 gallons	FM – 2801.2		25.00	
3501 to 7500	FM – 2801.2		40.00	
7501 to 10,000	FM – 2801.2		55.00	
10,001 to 50,000	FM – 2801.2		70.00	
50,001 and larger	FM – 2801.2		100.00	
Tank removal or abandonment				
One tank (per site)	FM – 2801.2		50.00	
Each additional tank (same site)	FM – 2801.2		20.00	
Tank upgrade (per tank)				
Piping upgrade (per location)	FM – 2801.2		20.00	
Tank repair; piping repair	FM – 2801.2		20.00	
Temporary tank closure (per tank)	FM – 2801.2		10.00	
Place out-of-service tank back into service	FM – 2801.2		25.00	
TOTAL			\$	

SIGNATURE: _____