

City of Lancaster

Division of Fire

1596 East Main Street
Lancaster, OH. 43130

Administrative Offices
740-687-6642

Slade Schultz
Chief

Fire Prevention
740-687-6640

Special Event and/or Temporary Structure Application

The Lancaster Fire Department requires that an application be submitted to host a special event or to occupy a temporary structure. The application provides us with information we need to develop a safe environment for the event and/or structure. The application must be submitted **three business days prior to the start of the event** to allow sufficient time for planning the required inspections. A permit inspection must be completed and passed prior to the start of the event.

Applicant Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Structure Location _____

Purpose _____ Dates of Use _____

Use Class _____ Seating _____ Structure Type _____

On site Contact Name _____ Phone _____

Date and Time of Set Up and Tear Down _____

Please include a sketch of the layout of the structure and surrounding occupancies.

A permit application fee may be required at the time of application, based on the nature and duration of the event.

Tents larger than 200 Square feet and Canopies over 400 square feet are subject to a \$50.00 permit fee.

Permit will be issued at time of passed inspection.

Permits are subject to revocation at any time, by Lancaster Fire Department.

Make checks payable to and submit applications to: Lancaster Fire Department, 1596 East Main Street, Lancaster, Ohio, 43130. Applications may be faxed to the department at 740-681-5008; however, the required permit fee must be received in our office prior to the event.