



City of Circleville

Department of Public Service
City Administration Building
104 East Franklin Street
Circleville, OH 43113
740-477-8224
www.circlevilleoh.gov

Permit #: _____

Date: _____

Application for Temporary Structure Permit

Applicant Name: _____ Phone #: _____

Applicant E-mail: _____

Property Address: _____ Parcel #: _____

Property Owner: _____ Phone #: _____

Temporary Structure Type: Food Tent Temporary Construction Trailers/Offices

Portable Home Storage Units Mobile Home Unit (only in MHR district)

Structure Dimensions: _____ Zoning District: _____

Dates of Use: _____

Site Plan (drawing) Attached: Yes No

A scaled site plan (drawing) showing all property lines, existing structures, and proposed construction with dimensions **must be submitted with application**. All distances between the proposed construction, property lines and other structures must be labeled.

Applicant Signature: _____ Date: _____

----- Do not fill below line -----

Fee Collected: _____ By: _____ Date: _____

Cash

Credit Card #: _____

Check #: _____

Exp: ____/____ Security Code: _____ ZIP: _____

Name on Card: _____

Address: _____

Signature: _____

Approved Denied

By: _____ Date: _____

Comments:

1145.11 TEMPORARY STRUCTURES

There are only four (4) types of temporary structures that are permitted within the City of Circleville:

a) Portable Home Storage Units

Portable Home Storage Units may be permitted within any residential District, provided the following regulations are met. A Zoning Permit shall be obtained for any Portable Home Storage Unit.

1. Portable Home Storage Units shall be prohibited from being located within any Right-of-Way and may not block any sidewalk or multi-use path.
2. Portable Home Storage Units shall be kept in the driveway of the property at the furthest accessible point from the Street.
3. Only two (2) Portable Home Storage Units shall be permitted on any residential property at any one time.
4. Each Portable Home Storage Unit shall not exceed 16 feet in length, eight (8) feet in width, and eight (8) feet in height.
4. Portable Home Storage Units shall be permitted for 30 calendar days within any 365-calendar day period.
5. Portable Home Storage Units shall not be utilized for living purposes.

b) Temporary Construction Trailers/Offices

Temporary construction trailers/offices may be permitted in any District during the construction of building(s) and site improvements provided the following regulations are met. A Zoning Permit shall be obtained prior to installing and utilizing the temporary construction trailer/office.

1. The temporary trailer/office shall be prohibited from being located in the right-of-way and shall be setback a minimum of 10 feet from the right-of-way line.
2. It shall not exceed 12 feet in width and 64 feet in length.
3. No more than one temporary trailer/office shall be permitted per construction site.
4. The temporary trailer/office shall only be permitted for a period of one (1) year days in any calendar year. If additional time is necessary due to a delay in construction, the applicant shall seek an extension from the Board of Zoning Appeals.

c) Mobile Home Units- Mobile Home Units are only permitted within the MHR District and are strictly prohibited in any other District within the City.

d) Food Tents – See Section 1145.11(g).

e) All other buildings and structures within the City of Circleville shall have a permanent foundation. Only those types of temporary structures listed herein shall be permitted when complying with the applicable regulations. All other temporary structures shall be prohibited within the City of Circleville, considered a violation of this Ordinance and punishable in accordance with Section 1115.01.

1145.11 (g) Food Tents – Food tents shall comply with the following requirements:

1. Food tents may be erected on private property for a Special Event.
2. The property owner must obtain a Special Event/Food Tent Permit from the City prior to erecting a Small or Large Food Tent.
3. Small Food Tents (400 sq ft or less) – There shall be no more than twelve (12) special events on one property within a calendar year. The Small Food Tent shall only be erected for three (3) consecutive days or less for each qualifying Special Event.
4. Large Food Tents (over 400 sq ft) – There shall be no more than six (6) Special Events on one property within a calendar year. The food tent shall only be erected for seven (7) consecutive days or less for each qualifying Special Event.

Please acknowledge that you have read and understand the above:

Applicant Signature: _____

Date: _____