CITY OF BOWLING GREEN OHIO
Inflatable Permit
at commercial or industrial sites

GUIDELINES
Inflatable permit applications and all required documents must be submitted, at minimum, 3 weeks prior to the event. An inflatable is defined as an air-filled device that does not exceed 32 feet in height.

The inflatable must directly relate to a special event and can not have commercial messages. The inflatable can be up a maximum of 10 days. Not more than 2 inflatables are allowed per event per year. Inflatable(s) can not be placed on a roof.

COMPLETE & SUBMIT THE FOLLOWING (Codified Ordinance 115.01(C))
1. Complete the Inflatable Permit application
2. A site plan, drawn to scale showing the proposed location of the inflatable and all building(s), off-street parking, fire lanes, and ingress/egress.
   A minimum setback of 90% of the height of the inflatable from any public right-of-way, overhead utility line, or driveway is required. The location cannot interfere with or utilize any area designated for required off-street parking spaces, loading spaces, fire lanes, maneuvering isles, driveways, or other right-of-way.
3. Proof of General Liability Insurance ($500,000 or more) from the installation company must accompany permit application
4. A notarized letter from the property owner where the inflatable will be located indicating they approve of the use of their property for this event
5. Permit Fee of $50.00 Cash or check made payable to: “City of Bowling Green”

Submit all documents to:
Office of Municipal Administrator/Safety Director
Third Floor, City Administrative Services Building
304 North Church Street, Bowling Green, OH 43402

Questions about this form or the submission process may be directed to the Municipal Administrator’s Office at bgcity@bgohio.org (419) 354-6204.

Excerpts from Chapter 115.01. Full Codified Ordinance is available at www.bgohio.org
CITY OF BOWLING GREEN OHIO

INFLATABLE PERMIT
At commercial or industrial sites — Codified Section #115.01

Applicant Name: ____________________________________________________  Phone Number: ______________________
Applicant Address: __________________________________________________  Email: ________________________________
Organization applicant represents: ______________________________________
Inflatable installation company: ________________________________________  Phone Number: ______________________

Proof of Liability Insurance must accompany permit. Liability Insurance Received: YES or NO

Special Event Name: __________________________________________________
Description of Event: __________________________________________________
Date(s) inflatable will be in place: ____________________________  Height of inflatable: ______________

Initials: Initial each heading acknowledging you have read and understand your obligation to these requirements:

_______ I ________________________ (printed name) have read and understand Bowling Green Codified Ordinance 115.01. Available at www.bgohio.org

_______ The permit form shall be filled out in its entirety or the request may be deemed incomplete. A $50.00 inflatable permit fee is required.

_______ The attached map shall clearly identify the proposed location and all building(s), off-street parking, fire lanes, and ingress/egress. [All plans follow Section 115.01(C)(8)]

_______ Proof of Liability Insurance is $500,000 or greater

_______ The inflatable has NO commercial message

_______ This is your only inflatable application this year

_______ The inflatable is NOT located on a roof

This section to be completed by Bowling Green City Staff

Permit Fee $50.00 receipt number: __________

Approve/Deny: __________________________  Approval Date: __________________________

Safety Director

This permit is valid only within the corporate boundaries of the City of Bowling Green, Ohio and is void after _____ AM _____ PM