



## **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](mailto:bgcity@bgohio.org) (419) 354-6204.



Permit #: \_\_\_\_\_  
Application Date: \_\_\_\_\_

Dates Up: \_\_\_\_\_  
*To be completed by staff*

# CITY OF BOWLING GREEN OHIO

## INFLATABLE PERMIT

*At commercial or industrial sties —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](http://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: \_\_\_\_\_  
Safety Director

Approval Date: \_\_\_\_\_

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