



Fire Prevention Bureau

Information Bulletin

Temporary Special Event Structures

Definition:

A temporary special event structure is any temporary ground supported structure, platform, stage, stage scaffolding or rigging, canopy, tower supporting audio or visual effects equipment or similar structures not regulated within the scope of the International Building Code.

General Requirements:

Temporary special event structures shall comply with Section 3104 and Sections 3105.2 through 3105.8 of the 2015 International Fire Code (IFC) and ANSI E1.21.

Temporary special event structures in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining approval and a permit from the Fire Marshal's Office and the Building Official.

Temporary special event structures shall not be erected for a period of more than 6 consecutive weeks.

Permits:

Permits shall be required as set forth in Sections 105.6 and 105.7. Permit applications must be submitted online at least 10 business days prior to the event.

Required Documents:

The following documents shall be submitted to the fire code official and the building official for review before a permit is approved:

Construction Documents:

Construction documents shall be prepared by a registered design professional in accordance with the International Building Code and ANSI E1.21 where applicable. Construction documents shall include:

- A summary sheet showing the building code used, design criteria, loads and support reactions
- Detailed construction and installation drawings
- Design calculations



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- Operating limits of the structure explicitly outlined by the registered design professional including environmental conditions and physical forces
- Effects of additive elements such as video walls, supported scenery, audio equipment, vertical and horizontal coverings
- Means for adequate stability including specific requirements for guying and cross-bracing, ground anchors or ballast for different ground conditions

Designation of Responsible Party:

The owner of the temporary special event structure shall designate in writing the person who will have responsibility for the temporary special event structure on the site. The designated person shall have sufficient knowledge of the construction documents, manufacturer's recommendations and operations plan to make judgments regarding the structure's safety and to coordinate with the fire code official.

Operations Plan:

The operations plan shall reflect the manufacturer's operational guidelines, procedures for environmental monitoring and actions to be taken under specified conditions consistent with the construction documents.

Inspections:

Inspections shall comply with Section 106 and Sections 3105.6.1 and 3105.6.2.

Independent Inspector

The owner of a temporary special event structure shall employ a qualified, independent approved agency or individual to inspect the installation of a temporary special event structure.

Inspection Report

The inspecting agency or individual shall furnish an inspection report to the fire code official. The inspection report shall indicate that the temporary special event structure was inspected and was or was not installed in accordance with the approved construction documents. Discrepancies shall be brought to the immediate attention of the installer for correction. Where any discrepancy is not corrected, it shall be brought to the attention of the fire code official and the designated responsible party.



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Means of Egress:

The means of egress for temporary special event structures shall comply with Chapter 10.

Location:

Temporary special event structure shall be located a distance from property lines and buildings to accommodate distances indicated in the construction drawings for guy wires, cross-bracing, ground anchors or ballast. Location shall not interfere with egress from a building or encroach on fire apparatus access roads.

Portable Fire Extinguishers:

Portable fire extinguishers shall be approved as required by Section 906.

For more information, contact the Fire Prevention Bureau at 864.467.4450.