



Construction Permit Application

Special Event Structure



www.cityofvancouver.us/departments/fire-department

International Fire Code as adopted by VMC 16.04 (Washington State Fire Code)

Permitting Requirements

A 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. A **construction permit** is required to erect and take down a temporary special event structure.

Membrane structures and tents are not considered special event structures and require a separate operational permit. See *Membrane Structures & Tents* permit application for more information.

Project Information

Site Address		Owner Name	
Other			

Applicant Information

Company Name		Address		
Contact Name				
Office Phone		Cellular		Email

Contractor

Company Name		Address		
Contact Name				
Office Phone		Cellular		Email

Tent/membrane structure Information

Will there be tents/membrane structure over 400 ft²? Yes No *If yes, complete Membrane Structures & Tents Permit*

Description of Work

Electronic Plan Standards

File Naming Standards:

Electronic plans and documents shall be named as specified in the City of Vancouver [ePLANS](https://www.cityofvancouver.us/business/permits-licenses-and-inspections/eplans/) system:

<https://www.cityofvancouver.us/business/permits-licenses-and-inspections/eplans/>

Acceptable File Types:

Plans, calculations, specifications and supporting documents shall be uploaded as a PDF file.

Plan Sheet Standards:

All plans shall be drawn to scale, as identified in the checklist, and each sheet shall state the scale and show a measurable scale on the page for measurement calibrations.

Document Orientation:

All plans must be uploaded in "Landscape" format in the horizontal position with a north indicator. All other documents can be in "Portrait" format.

Stamped:

Where documentation contains a code analysis or engineering calculations, such documents shall be stamped by the design professional.

Minimum Submittal Checklist for Upload to ePLANS

- Completed Construction Permit Application – Special Event Structure (this document) Check all *Permit Conditions* checkboxes that are applicable to your project
- Supporting documents listed below (See *Document Details* below)
- Site plans and floor plans (see *Plan Details* below)

Documents Details

- Designation of responsible party: Provide a letter signed by the owner of the temporary special event structure designating a person to have responsibility for the temporary special event structure on the site. The designed person shall have sufficient knowledge of the construction documents, manufacturer's recommendations, and operations plan to make judgements regarding the structure's safety and to coordinate with the fire code official (WSFC 3105.5).
- Operations plan: Include manufacturer's operational guidelines, procedures for environmental monitoring, and actions to be taken under specified conditions consistent with the construction documents (WSFC 3105.5).
- Narrative describing the nature and scope of this project.

Plan Details

The following is a list of information required on all plan submittals for review of a special event structure permit. The plan shall be drawn to 1/8" = 1'-0" minimum scale. The applicant is required to submit all applicable information so an accurate and timely review may be completed:

General:

- Site plan to include a north arrow, a measurable scale for calibration purposes, and Temporary Special Event Structure location(s) and separation distances.
- Fire/medical emergency access lanes and paths.
- Construction documents prepared by a registered design professional, including (WSFC 3105.5):
 1. A summary sheet showing the building code used, design criteria, loads and support reactions.
 2. Detailed construction and installation drawings.
 3. Design calculations.
 4. Operating limits of the structure explicitly outlined by the registered design professional including environmental conditions and physical forces.

- 5. Effects of additive elements such as video walls, supported scenery, audio equipment, vertical and horizontal coverings.
 - 6. Means of adequate stability including specific requirements for guying and cross-bracing, ground anchors or ballast for different ground conditions.
 - 7. Fire and life safety details to include fire sprinkler, fire alarm, exit illumination, exit paths and discharges, portable fire extinguishers, crowd control stations.
- Designation of responsible party: The owner of the temporary special event structure shall designate in writing a person to 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 City of Vancouver.

Permit Conditions

The following is a list of WSFC Chapter 31 requirements related to special event structure operations. Use this form to confirm that all applicable requirements are met. Non-applicable requirements can be left blank.

General Requirements:

- Temporary special event structures shall comply with the following, ANSI E1.21, and the IBC (if erected for 180 days or less) (WSFC 3505.1, 3103.1).
- 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 City of Vancouver and the building official (WSFC 3105.2).
- Temporary special event structures erected in accordance with ANSI E1.21 shall not be erected for a period of more than six consecutive weeks (WSFC 3105.4).
- The means of egress for temporary special event structures shall comply with WSFC Chapter 10 (WSFC 3105.7)
- 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 (WSFC 3105.6.1).
- The inspecting agency or individual shall furnish an inspection report to the City of Vancouver. 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 City of Vancouver and the designated responsible party (WSFC 3105.6.2).
- 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 (WSFC 3105.8).
- Portable fire extinguishers shall be provided as required by WSFC 906 (WSFC 3105.9)

NOTE: *This is not intended to be an all-inclusive list. The WSFC requirements listed are intended to ensure that we have adequate information to begin a review of the application. Additional information may be required.*

I understand that all applicable codes apply and that other regulatory codes may also apply. Errors and/or omissions on the plans and corrections from field inspections are the responsibility of the owner/contractor. All work is subject to compliance with City of Vancouver ordinances and laws of the State of Washington.

APPLICANT NAME: _____ APPLICATION DATE: _____

APPLICANT SIGNATURE: _____