



Temporary Event Structures Checklist

- 1. Application** completed with fee (*info to be provided by event organizer*)
- 2. Site Plan** to scale locating the relevant structures (*info to be provided by event organizer*)
 - a. Property line
 - b. Dimensions between structures and between structures and property lines
 - c. Toilet Fixtures complying with OBC 2902.2 and OBC Chapter 11
 - d. Generators located, sized and grounded
- 3. Foundation Plan** to an appropriate scale (*info to be provided by rental company*)
 - a. Baseplate and cribbing details
 - b. Lateral Stability (Main Wind Force resisting) system
 - c. Guy Wire and ballasting requirements
- 4. Temporary Structure Plan** to an appropriate scale (*info to be provided by rental company*)
 - a. Structure manufacturers design assumptions and loading data
 - b. Building Code Data (Tent)
 - i. Tent(s) number and dimensions
 - ii. Structure manufacturer's design assumptions and loading data
 - iii. Building Code Data
 - Applicable Code(s)
 - Construction Type
 - Occupancy
 - Occupant Load
 - Applicable Design Criteria
 - Specific Live Load Information
 - iv. Compliance with OBC Chapter 11 and ICC A117.1-2009 demonstrated
 - v. Means of egress defined
 - vi. Seating Illustrated
 - vii. Egress Illumination
 - viii. Exit Signs located
 - ix. Maximum Capacity Signs
 - x. Portable Fire Extinguishers located and identified
 - xi. Membrane structure or Tent affixed label
 - xii. Membrane structure or Tent affidavit
 - xiii. Location and Type of heating and electrical equipment
 - xiv. Any power in tent? If yes, provide details including grounding information, panels (size), type and size of power cord feeding the tent, a one-line drawing of what is being powered, if there are lights how are they being hung, and how are trip hazards are being prevented

c. Building Code Data (Stage)

- i. Stage(s) number, type and dimensions
- ii. Information to answer the following questions
 - How is the stage held down?
 - How is it accessible? If stairs or steps provide details
 - Height from grade. If more than 30" from grade provide required guardrail information.
 - Any power on stage? If yes, provide details including grounding information, panels (size), type and size of power code feeding the tent, one-line drawing of what is being powered, and how are trip hazards being prevented

Special Inspections (Major Events)

Special Inspectors Credentials (Major Events)