



BUILDING AND SAFETY REQUIREMENTS FOR COMMUNITY EVENTS

Pursuant to Municipal Code 8.08.050(b), special permits for temporary structures or buildings may be issued for limited periods of time. Structures and buildings may be considered temporary when used for a period not to exceed 180 days and completely removed on or before the time limit stated in the permit. Temporary structures include reviewing stands, platforms, fences, canopies, tents and other similar miscellaneous structures.

Special Permits **are not required** for any of the following:

- Accessory buildings for which the projected roof area does not exceed 120 sq. ft., height does not exceed 14 ft., nor contains electrical, plumbing, or mechanical work.
- Exterior freestanding walls and fences not over six feet high.
- Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1.
- Platforms, walks and driveways not more than thirty 30" above grade and not over or surcharging any basement or story below and not on an accessible route.
- Temporary motion picture, television and theater stage sets and scenery.

Special Permits **are required** for the following:

- Temporary structures that cover an area in excess of 120 sq. ft.
- Tents, membrane structures or canopies in excess of 400 sq. ft.
 - Exceptions: Tents or membrane structures open on all sides that comply with the following:
 - Structure is not greater than 700 sq. ft.
 - The aggregate area of multiple tents placed side by side without a fire break clearance of 12 ft. does not exceed 700 sq. ft. total.
 - A minimum clearance of 12 ft. to all structures and other tents.
- Reviewing stands or bleachers.
- Electrical work that requires direct wiring into an existing or new service.
- Electrical equipment such as portable generators or motors, temporary lighting
- Decks, stages or platforms more than 30 inches above grade.

Permit Application Requirements

One Special Event Permit will be issued for each event. This will permit cover all aspects of the event that require Building and Safety Division approval. The fees

charged for the Building and Safety Special Event Permit are based on the current fee schedule approved by the City Council. If the inspection must be scheduled for a weekend or after hours, there is an additional fee (4 hr. min.). If extensive plan check is required, an additional plan check fee will be applied at a standard hourly rate. Please refer to the “Estimate of Event Fees” handout for a list of current fees.

The permit application must include the address, phone number and signature of the person responsible for the overall event, or his/her authorized representative, and state the time period for the event. Permit applicants must provide proof of a current City license, but proof of Workers Compensation insurance is not required.

Plan Requirements

For special events that will use reviewing stands, tents or platforms exceeding 30 inches in height, applications for permits will normally require plans. Plans must contain a simple site plan which shows general location and dimensioning of the temporary structures. Most site plans will require Fire Department approval prior to Building and Safety approval. Standard Plans approved by the City or County of Los Angeles for decks, platforms, bleachers or tents can be used to meet the construction drawings requirement. Once approved by Building and Safety, construction drawings for temporary structures may be re-submitted for use at subsequent events without requiring further plan review. All other submitted plans will be reviewed by Building and Safety staff and must be specifically prepared for the event. Construction drawings from the manufacturer may be acceptable.

Field Inspection

For all cases, inspection request and approval must occur prior to the event opening. If during the field inspection(s) there are identified substandard and unacceptable construction issues, such problems must be corrected and re-inspected prior to the start or to resuming the event. Any after-hours inspection(s) are subject to inspector availability and applicable fees.

Accessibility Requirements

California’s Division of the State Architect considers temporary structures subject to the accessibility provisions of the California Building Code. Temporary ramp structures or movable wheelchair lifts are required for all reviewing stands, platforms or stages that serve the public. Please refer to the “Accessibility at Community Events” handout for more information.

