



Special Event Guidelines Temporary Structures

If your event includes the introduction of portable structures, pre-fabricated structures or site-built structures such as bleachers, elevated platforms, temporary pedestrian bridges, elevated tent structures, etc. that are made available for use by the general public you will be required to obtain a building permit from the City of San Diego Development Services Department. The general public includes persons who have paid or not paid to attend the special event and who are not a part of the performance or the staff in charge of operating the special event venue.

As a part of the building permit process, issues such as structural safety due to vertical or lateral earthquake/wind loads, as well as requirements for accessibility by disabled persons will be reviewed for compliance with the California Building Code. Your event cannot occupy regulated structures without a final inspection of construction approved under a building permit.

Architectural plans will be required to show the layout of various uses and the construction of building elements such as stairways, ramps, wheelchair lifts, guards, doors, etc. as well as proposed uses for each regulated structure. Structural plans will be required to show how the proposed uses will be supported above ground and how elevated structures will resist lateral wind and earthquake forces. Structural calculations will be required to demonstrate the structural adequacy of proposed construction.

When a Building Permit is required for temporary construction, the California Business and Professions Code requires a registered design professional to prepare plans showing compliance with building standards in the California Building Standards Code. Structural plans and structural calculations shall bear the stamp and signature of a registered design professional such as California licensed architect, or a California registered civil engineer or registered structural engineer.

Temporary construction for complex events such as golf tournaments, sports events such as beach volleyball and tennis that involve multiple structures or complex structures shall be managed by a Development Project Manager (DPM) in the Development Services Department



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(DSD). A DPM will be assigned by DSD upon initial determination from the Special Event Permit Application.

The permit process from the point of initial submittal to the point of permit issuance and approval to construct can take from 4 to 8 weeks for moderately complex projects.

The Development Services Department may require the submission of structural and architectural plans prepared by a California-registered Structural Engineer, Civil Engineer or Architect. You can obtain more information at <http://www.sandiego.gov/development-services/> or call 619.446-5232.