



Special Event Guidelines Stages, Tables and Seating

STAGES

Most events use standard-sized portable, mobile or riser stages. The use of standard four-foot by eight-foot (4' x 8') risers placed either at a single level or stacked, typically in eight inch (8") increments to create an elevated performance area typically does not require review by building officials. Use of portable trailers and mobile units is common and typically does not require a building permit if the stages remain affixed to the wheels of the vehicle and a license plate is affixed to the vehicle. If footings or a foundation are affixed to the ground, a building permit may be required.

If your event plans include elevated platforms, walkways, seating areas or stages for use by the general public that include a finished floor that is more than thirty inches above the lowest adjacent grade or floor, you will be required to obtain a building permit.

All stages must be accessible and meet local, state and federal disability access laws including, but not limited to, the use of ramps, lifts, and safety handrails. Many portable stage units comply with accessibility requirements, but it is your responsibility to ensure that your event plans meet all accessibility requirements.

TABLES/SEATING

If you plan to use tables, chairs, and other furniture in your event venue, you must indicate the type and size of furniture on your site plan. Extensive use of tables and seating may reduce your overall crowd capacity levels. Loose chairs and tables may be a hazard at some events and you may be required by the Fire Marshal to secure them. Bleachers and other portable seating may require additional structural review and permitting. All seating areas must meet accessibility laws.