



# SAN DIEGO FIRE-RESCUE

## COMMUNITY RISK REDUCTION DIVISION

GUIDELINE TITLE	GUIDELINE NUMBER
<b>TEMPORARY SPECIAL EVENT STRUCTURES</b>	<b>E-1.3</b>

### I. PURPOSE

The purpose of this guideline is to clarify the requirements for Temporary Special Event Structures greater than 400 square feet pursuant to the 2019 California Fire Code.

### II. DEFINITION

Any 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 California Building Code.

### III. PERMIT

An operational/construction permit for Special Event Structures is required from San Diego Fire-Rescue prior to erecting any temporary special event structure(s) greater than 400 square feet. Temporary structures erected in accordance with ANSI E1.21 shall not be erected for a period of more than six consecutive weeks.

### IV. REQUIRED DOCUMENTS

The following documents shall be submitted with an [Application for Single Event Permit](#) and submitted to [sdfdevents@sandiego.gov](mailto:sdfdevents@sandiego.gov) at least 10 business days prior to erecting the temporary special event structure(s).

**A. Construction documents:** Construction documents must be included in the submittal package and shall be prepared by a CA registered design professional in accordance with the *California Building Code* and ANSI E1.21 where applicable. Construction documents shall include:

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. *In addition, sidewall scrim, line arrays (speakers), delay & spot towers, and other front of house and back of house temporary structures located on-site.*
6. Means for adequate stability including specific requirements for guying and cross-bracing, ground anchors or ballast for different ground conditions.



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- B. Designation of Responsible Party:** The owner (applicant) of the temporary special event structure shall designate in writing a person, Responsible Personnel in Charge (RPIC) to have responsibility over the structure on the site. The designated person shall have sufficient knowledge of the construction documents, manufacturer's recommendations, and an operations plan to make judgements regarding the structure's safety and to coordinate with the fire code official.
- C. Operations Plan:** The operations plan shall reflect the manufacturer's operational guidelines, procedures for environmental monitoring and actions to be taken under specific conditions consistent with the construction documents. For outdoor assembly events, the operations plan must include weather monitoring and a high wind action plan (HWAP).
  - 1. Weather Monitoring Person:** The RPIC shall continuously monitor local weather reports, forecasts, and conditions. Said person shall be responsible for initiating weather-related event mitigation activities, ordering the suspension or cancellation of the outdoor assembly event, and issuing the evacuation signal in accordance with the approved public safety plan.
- D. Application Review:** The fire code official will review the application and ensure the proper documents are submitted. They will not review the design professional's construction documents for accuracy, but rather for the required content. The permit will then be approved or denied, and the applicant will be notified. Once the permit is approved, the temporary special event structure is allowed to be erected.

### V. INSPECTION AND REPORT

- A.** The owner of the temporary special event structure(s) shall employ a qualified, independent approved agency or individual to inspect the installation of the temporary special event structure(s).
- B.** The inspecting agency or individual shall provide an inspection report or signed affidavit to the fire code official as a condition of the permit being issued. 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 fire code official and the designated responsible party.

### VI. PERMIT CONDITIONS

The previously approved permit shall be conditional upon the fire code official receiving a proper inspection report. If the fire code official does not deem the report satisfactory then the temporary special event structure(s) shall not be used, and the permit shall be revoked at any time.