Technical Guide Major Events Temporary Structures

Updated 11/06/2024

TEMPORARY STRUCTURE PERMITING REQUIREMENTS

SCOPE

City of Tampa Building and Fire requirements for the permitting and inspection of Temporary Assembly Structures (membrane structures, canopies, mobile stages, special amusement buildings, free-standing platforms, stages, or bleachers) used in the special event, convention, and exhibition industry for less than one-hundred and eighty (180) days.

The following require a permit when the total square footage of structures exceeds 5000 SF, individually or aggregate:

- Membrane structures
- Canopies

The following always require a permit, regardless of size:

- Mobile stages
- Special amusement buildings
- Bleachers

The following require a permit if 24” in height or taller:

- Free-standing platforms
- Stages (non-mobile stages)

BASIC PERMIT REQUIREMENTS

- Signed and sealed plans from a Florida licensed architect or engineer.

- Live and dead loads to be indicated on drawings.
- Details on the structure including tie-downs and manufacturer's installation instructions.
- Wind loads indicated in Florida Building Code for membrane structures.

SPECIFIC PERMIT REQUIREMENTS

Site Plan

A scaled diagram of the site for each structure that includes:

  - Dimensions and locations of all membrane structures, canopies, mobile stages, special amusement buildings, bleachers, and platforms, including bleachers located within any enclosed membrane structure or building.
  - Locations of all ancillary equipment such as portable restrooms, generators, etc.

- Accessible route details and accessible restroom locations to be shown
- Dimensions of all fire access lanes
- Fire hydrants
- All points of the building exterior must be within 150' of fire truck access

Temporary Structure shall have exterior routes for pedestrian traffic so that personnel being evacuated from the building may have safe routes.

Floor Plan

A scaled floor plan for each level showing:

- Floor plan w/ seating (furniture layout) must be shown on the plan
- Occupant type listed and occupant load posted on drawings, (based on 15 sq ft per person)
- Provide egress plan, Life/Safety plan (scaled)

- Aisles between tables/seating shall comply with NFPA 101, 12.2.5.5 and 12.2.5.6
- Verify type of flooring to be used
- Show disabled chair location in the assembly areas
- Provide certification of flame spread for all interior finishes in compliance with NFPA101, 10.2
- Location of all doors (if an enclosed structure); At least one door must be within 50’ of fire truck access
- Dimensions of egress elements
- Portable fire extinguishers must be provided and must comply with NFPA10
- Locate exit signs – in enclosed temporary structures, exit signs are required to be illuminated
- No Smoking signs
- Emergency lights must be provided

INSPECTION REQUIREMENTS

Fire

A preliminary set-up inspection to review the scope and layout of the event is required. A final fire inspection is required before occupancy.

Building

A final building inspection is required before occupancy. An electrical and plumbing final inspection may be required if those trades are included in the scope of work.