



FIRE CONSTRUCTION PERMIT SUBMITTAL CHECKLIST

SERVING THE CITIES OF LAKE STEVENS, MONROE AND SULTAN

TEMPORARY SPECIAL EVENT STRUCTURES

PROJECT INFORMATION

Site address:	Associated Permits:
Project Name / Tenant:	Property Owner:

Electronic file standards

File naming standard: Electronic plans and documents shall be named as specified in bold type under “permitting requirements”. For example, the seating plan must be named “Seating Plan”.

Acceptable file types: Plans, calculations, specifications and supporting documents shall be uploaded as a PDF file.

Document Orientation: All plans must be uploaded in “Landscape” format in the horizontal position. All other documents can be in “Portrait” format.

CODE EDITIONS

- 2021 Washington State Fire and Building Code, and as applicable - Lake Stevens Municipal Code 14.84, Monroe Municipal code 15.04.110 and Sultan Municipal Code 15.05.

PERMITTING REQUIREMENTS

A Fire Construction Permit is required to install a **Temporary special event structure in excess of 400 square feet** required by Section 105.6.21 of the 2021 Washington State Fire Code and local code amendments. **The following information is required at time of application for the Fire Construction Permit.**

- ❑ Completed “Fire Construction Permit Application
- ❑ Completed “Temporary Special Event Structure submittal checklist”
- ❑ Detailed site plan (requirements below)

PLANS

The following is a list of information required on all plan submittals for review of a “Temporary special event structure” permit application. The plan shall be drawn to 1/8”=1’-0” minimum scale. The applicant is required to submit all of this information so an accurate and timely review may be done:

Temporary Special Event Structure – Any temporary ground-supported structure, platform, stage scaffolding or rigging, canopy, tower supporting audio or visual effects equipment or similar structures not regulated within the scope of the International Building Code.

NOTE- A TEMPORARY SPECIAL EVENT STRUCTURE SHALL NOT BE ERECTED FOR A PERIOD OF MORE THAN SIX CONSECUTIVE WEEKS.

REQUIRED DOCUMENTS

- ❑ Construction documents shall be prepared by a registered design professional in accordance with the IBC and ANSI E1.21 and shall include:
 - A summary sheet showing the building code used, design criteria, loads and support reactions.
 - Detailed construction and installation drawings
 - Design calculations
 - Operating limits of the structure explicitly out-lined by the registered design professional including the environmental conditions and physical forces
 - Effects of additive elements such as video walls, supported scenery, audio equipment, vertical and horizontal coverings
 - Means for adequate stability including specific requirements for guying and cross bracing, ground anchors or ballast for different ground conditions
- ❑ Designation of responsible party paperwork. The owner of the temporary special event structure shall designate in writing a person to have responsibility for the structure on the site.
 - This person shall have sufficient knowledge of the construction documents, manufacturer’s recommendations and operations plan to make judgements regarding the structures safety and be the onsite liaison for the fire code official.
- ❑ Operations plan: The operations plan shall reflect the manufacturer’s operational guidelines, procedures for environmental monitoring and actions to be taken under specified conditions consistent with the construction documents

Main office: 360-805-0338, Inspection request 360-805-0338 option 1,
Email: FireMarshal@SRFR.org, Headquarters: 163 Village Court, Monroe, WA 98272

REQUIRED INSPECTIONS

- The owner of the structure shall employ a qualified, independent approved agency or individual to inspect the installation of the structure
- The inspecting agency is required to furnish an inspection report to the fire code official. The report shall indicate the following:
 - That the temporary special event structure was inspected and was or was not installed in accordance with the approved construction documents.
- NO OCCUPANCY of the structure is granted until the final inspection by the fire code official or designee is complete

SITE PLAN REQUIREMENTS

Indicate the proposed tent or membrane structure location, and show locations of, and distances to:

- Fire apparatus access roads
- Parked vehicles or internal combustion engines
- lot lines, buildings, other tents or membrane structures
- Guy wires and support ropes
- Location of generators
- Location of portable fire extinguishers