Subject: TEMPORARY STAGE, PLATFORM, BLEACHER & EVENT STRUCTURES

Approved: Eric Browning, P.E., Building Official
Drafted by: A. MacMahon

Number: ADMIN 132B
Effective Date: October 13, 2008
Revised Date: February 22, 2023
Page: 1 of 1

Reference: ADMIN Section 130.3 and Section 134

Scope: This establishes the requirements for permitting all temporary stage, platform, bleachers, and event structures for use in conjunction with performances, presentations, or events. Stages and platforms governed by this policy are outside of permanent buildings and are stand alone non-building structures that consist of a raised area used for worship, the presentation of music, plays or other entertainment, the head table for special guests, lecturers, speakers, sport demonstrations, boxing rings, wrestling rings, theater-in-the-round; reviewing stands for dignitaries; and similar purposes as determined by and for a period of installation approved by the Building Official.

Note: Canvas canopies larger than 400 square feet require a permit from the Fire Department, as well as temporary membrane structures with sides (tents) over 200 square feet require a permit.

Policy:

Temporary stage, platform, and event structures exempt from permit. Stages or platforms that have no overhead structure, side, or back towers (for lights, equipment, sound system or promotional material), are open to the sky, intended for use by performers and presenters only, have a raised area five feet or less above adjacent grade plane, and have a raised area of 1,000 square feet or less, do not require a building permit.

Temporary stage, platform, bleacher, and event structures requiring permit. Application for permits, for all other stages, shall include:

1. A letter of request shall be provided to the Building Official, signed by the representative of the organization that will erect the temporary outdoor stage, platform, bleacher, and/or event structure. The letter of request shall specify the intended schedule for the:
   a. erection period,
   b. installation period, and
   c. strike period

2. Erection plans,

3. Event site plan, and

4. A structural analysis (including lateral stability) that meets the requirements of DCBC Chapter 16 signed and sealed by Colorado Licensed Professional Engineer. If the structure is not designed for full Chapter 16 wind pressures, a High Wind Action Plan shall be provided.

The erection plan and structural analysis may be peer reviewed and inspected by an independent 3rd party Colorado Licensed Professional Engineer.

The temporary outdoor stage or platform must be completely removed from the property at the end of the strike period.

A permit may not be issued until plans have been reviewed and approved.