



City of Tampa
Jane Castor, Mayor

Planning and Development Department
Construction Services Division

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TEMPORARY STRUCTURE PERMITTING REQUIREMENTS

SCOPE

City of Tampa Building and Fire requirements for the permitting and inspection of Temporary Assembly Structures (which exceed 5000 square feet, individually or aggregate) classified as temporary membrane structures, canopies, special amusement buildings, free-standing platforms, stages or bleachers. These provisions apply to outdoor temporary structures inclusive of stages, platforms and bleachers used in the special event, convention, and exhibition industry for less than 180 days.

BASIC PERMIT REQUIREMENTS

- Florida licensed engineer or architect, signed and sealed plans.
- Live and dead loads to be indicated on drawings.
- Details on the structure indicating 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:

- Location of all structures on the site and all other equipment including 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.

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Floor Plan

A scaled floor plans 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 NFPA 101, 10.2
- If structure will be enclosed provide location of all doors on the plan. A door must be within 50' of fire truck access
- Dimensions of egress elements
- Portable fire extinguishers must be provided and must comply with NFPA 10
- 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 setup inspection to review general scope and layout of 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 scope of work.