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COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT

Temporary Event Handout

An approval for use of temporary structures or buildings may be granted for limited periods of time once all documents (plans, calculations & installation instruction) reviews have been approved by the Riverside County Building Department and applicable Riverside County Departments. Structures and buildings may be considered temporary when used for a period not to exceed 180 days and completely removed on or before the time limit stated in the permit. Temporary structures include reviewing stands, stages, platforms, fences, canopies, tents and other similar miscellaneous structures.

All required documentation shall be submitted with the submitted planning case to the Planning Department staff, to be distributed to applicable departments for review.

All Building & Safety Department reviews shall be conducted within the Planning Department case application, no additional Building Department permit will be issued. .

Construction documents **are not required** for any of the following:

- An accessory building for which the projected roof area does not exceed 120 sq. ft., height does not exceed 14 ft., nor contains electrical, plumbing, or mechanical work.
- Exterior *fences* not over seven feet high.
- Platforms, walks and driveways not more than thirty 30” above grade and not over or surcharging any basement or story below and not on an accessible route.
- Temporary motion picture, television, theater stage sets and scenery.

Construction documents **are required** for the following:

- Temporary structures that cover an area in excess of 120 sq. ft.
- Tents, membrane structures or canopies in excess of 400 sq. ft.
 - Exceptions: Tents or membrane structures open on all sides that comply with the following:
 - Structure is not greater than 700 sq. ft.
 - The aggregate area of multiple tents placed side by side without a firebreak clearance of 12 ft. does not exceed 700 sq. ft. total.
 - A minimum clearance of 12 ft. to all structures and other tents.
- Reviewing stands or bleachers.
- Electrical work that requires generators, or direct wiring into an existing or new service.
- Decks, stages or platforms 30 inches above grade

Plan Requirements

For special events that will use reviewing stands, tents or platforms exceeding 30 inches in height, will normally require construction documents. Plans must contain a simple site plan which shows general location and dimensioning of the temporary structures. Most site plans will require Fire Department approval prior to Building and Safety approval. Standard Plans pre-approved for decks, platforms, bleachers or tents can be used to meet the construction drawings requirement. Once approved by Building and Safety, construction drawings for temporary structures may be re-submitted for use at subsequent events without requiring further plan review. All other submitted plans will be reviewed by Building and Safety staff and must be specifically prepared for the event. Construction drawings from the manufacturer may be acceptable.

Your site plan shall include location of all parking facilities. Please provide total parking count, along with number of standard accessible, and van accessible, spaces. Provide details of accessible spaces, including dimensions, composition, cross-slope, signage, etc. Please provide locations of all ADA accessible, and non-accessible, restroom facilities. In addition, please provide details showing all accessible routes from parking to all other common use areas. Please see below for more information about providing accessibility for your event.

An electrical plan with single line drawing, load calculations, and generator specs shall be provided for all instances where generators of 100kw or over will be used. Location of generator(s) and all electrical runs shall be shown on a site plan. This plan must bear the stamp and signature of a licensed design professional.

Please be aware that items such, but limited to temporary structures, (including membrane structures), generators will require Fire Department approval in addition to the Building Department approval.

Prior to Public Occupancy and Event Commencement

The following documents must be included to the Planning Case.

1. Self-Certification

All electrical work must be installed and inspected by qualified licensed contractor. Self-certificate (attached) is required prior to the allowance of public occupancy and event commencement.

2. Structural Observation

The engineer of record shall inspect the structural scope of work and fill out the attached structural obstruction form prior to the allowance of public occupancy and event commencement.

3. A letter from Certified CASP

To verify the accessibility requirements below or to evaluate reasonable accommodation within the event. The event site must be provided prior to the allowance of public occupancy and event commencement. .

Accessibility Requirements

California's Division of the State Architect considers temporary structures subject to the accessibility provisions of the California Building Code. It is the event organizers' responsibility to comply with all County, State and Federal accessibility requirements, including the Americans with Disability Act (ADA). The ADA mandates equal access to facilities, services and programs for persons with a disability as well as ensuring them comprehensive civil rights protection. **There will be an ADA inspection performed as a part of your Special Event Permit.** Attached is a checklist to help you make your event ADA compliant.

Temporary Event ADA Checklist

While this is not all-encompassing, it should serve as a helpful checklist to make your event ADA compliant.

All indoor and outdoor event sites, temporary event venues, and structures must be accessible to people with disabilities, or reasonable accommodations made. If a portion of the event area cannot be made accessible, an alternative area must be provided with the same activities. *The alternate site cannot be offered only to patrons with disabilities.*

Is entrance accessible?

People with disabilities should be able to arrive on the site, approach the building or event area and enter as freely as non-disabled guests.

- Is the route of travel stable, firm and slip resistant?
- Is the route at least 48 inches wide?
- If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternative accessible entrance?
- Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?
- Can the alternate accessible entrance be used independently?

Are all paths of travel accessible?

- Curb ramps must be clear of any obstructions, including concessions, portable toilets, trashcans, vendors, barriers, etc., at all times.
- Clear path of travel on all sidewalks and paths used for pedestrian travel must be a minimum of 48 inches, with 60 inches preferred.
- Is there a 5-foot circle or T-shape space for turning a wheelchair completely at dead-ends, corners, turns and in front of booths and counters?
- Do curbs on the route have curb cuts at parking and drop-off locations?
- Cabling or wiring crossing the path of travel must be covered by a complying resilient cable ramping system usable by persons using wheelchairs.

- All public staging areas (e.g. stages, trailers, tents, hands-on displays, etc.) must have ramping for access. Ramps must conform to Title 24 regulations, which require use of the least slope possible. Maximum allowable slope is 1:12.
- All barriers need to be detectable by persons using a white cane and must be highly visible

Is the parking accessible?

- There is a graduated scale for the number of accessible parking spaces required

| Total Spaces | Accessible Spaces |
|---------------------|--|
| 1-25 | 1 |
| 26-50 | 2 |
| 51-75 | 3 |
| 76-100 | 4 |
| 101-500 | 1 additional space per 50 parking spaces |
| 501-1,000 | 2% of total spaces |

- The path of travel in the parking area must remain clear (no signage can obstruct the path of travel).
- If a map of the event is provided, disabled parking areas with path of travel should be clearly illustrated.

Are the restrooms accessible?

- When restrooms are open to the public, they must be accessible to people with disabilities.
- Accessible restrooms must be provided. Each bank of portable toilets must have one accessible toilet for every ten, but no less than one. All accessible and usable toilets shall be placed on level sites with a minimum 48 inch clear path of travel to the accessible toilet entrance, as measured from the toilet’s attached ramp base and shall have a 60 inch turning radius inside the portable toilet.

Is the table eating areas and concession stands accessible?

- Five percent of all table seating areas must be accessible.
- All concessions, vendors, etc., shall be placed on the street or sidewalk to allow use by individuals with disabilities. A portion of all concession counter spaces must be a maximum 34 inches tall and a minimum 36 inches in length.

Is the signage accessible?

- Directional signage must be provided in highly contrasting colors, such as white on black or black on white.
- Signage shall be placed so pedestrian flow will not obstruct its visibility.
- Characters should be sized between 5/8 and 2 inches high.

Is transportation accessible?

- If special transportation is available to/for the special event, then accessible transportation, i.e. lift-equipped vehicles, shall be provided equal to that available to general participants.
- Bus stops shall include accessible stop(s).

Is the Information Center accessible?

- If an information center is provided at an event, customer service representative(s) must be available to assist individuals, including those with disabilities, by performing functions such as verbalizing visually formatted information and serving as a guide.

Are maps and programs available showing accessible areas?

- If all areas cannot be made accessible, any map or program shall show location of accessible restrooms, parking, phones (if any), drinking fountains, and first aid stations.

Ramping Checklist

- Are there ramps, lifts or elevators to all public areas?
- Do all ramps longer than 6 feet have railings on both sides?
- Are railings sturdy and between 34 and 38 inches high?
- Is the width between railings or curbs at least 36 inches?
- Are ramps non-slip?
- Is there a 5-foot long level landing at every 30-foot horizontal length of ramp, at the top and bottom of ramps and at switchbacks?
- Are the slopes of ramps no greater than 1:12? Slope is given as a ratio of the height and length 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, at least one foot of ramp length is needed for each inch of height.

Barriers Checklist

- Is the bottom of barrier no more than 6 inches above the walking surface and the top of the barrier at least 27 inches above the walking surface?
- Are all overhead barriers a minimum height of 80 inches to provide clear headroom?
- Can all objects protruding into the circulation paths be detected by a person with a visual disability using a cane?
- Do curbs on the route have curb cuts at parking and drop-off locations?

Parking Checklist

- Are an adequate number of permanent or temporary spaces available (8-foot wide for car plus 5-foot access aisle, 18-foot depth)?
- At least one of every 6 accessible spaces must be van accessible, with no less than one van accessible space provided
- Van accessible spaces are to be 12-foot wide spaces, with a minimum 5-foot wide access aisles, (or 9-foot wide, with 8-foot access aisle) and 98 inches of vertical clearance.
- Are the Disability Parking Spaces designated as reserve spaces by a sign showing the Standard International Symbol of Accessibility?
- Controlled access must be provided, assuring vehicles with proper disability identification only park in disabled spaces. A warning sign indicating unauthorized vehicles will be towed must be posted in a conspicuous place at each entrance to parking areas.

Eating Area/Concession Stand Checklist

- The tops of tables and counters, etc., shall be at least 28 inches from the floor or ground but not higher than 34 inches.
- The knee space clearance between the floor and the bottom of a table or counter shall be at least 27 inches. The width of the knee space area shall be at least 30 inches with a minimum depth of 19 inches.
- The minimum clear floor or ground space required accommodating a single stationary wheelchair and occupant is 30 inches by 48 inches. A maximum of 19 inches of this area may overlap the knee space clearance.
- All paths of travel to such areas shall comply with minimum width requirements.
- Priority for use of these tables shall be given to persons with disabilities.
A portion of food ordering and cashier counters must be no more than 36 inches high, or there must be space at the side for passing items to customers who have difficulty reaching over a high counter.