

MONTEREY COUNTY RESOURCE MANAGEMENT AGENCY

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Building Services / Environmental Services / Planning Services / Public Works & Facilities
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Construction Permit Submittal Requirements for Temporary Structures at Special Events

To better serve the public and ensure health, life safety, and accessibility requirements are met anytime temporary structures are erected for special events occurring within the County of Monterey, a complete construction permit application, with applicable plans, must be submitted by special event organizers. This document provides guidelines to special event organizers on the plans they must submit. Items A-G below apply to all types of temporary structures. Below Items A-G is additional information pertaining to specific types of temporary structures including tents, membrane-covered frame structures, structures on floors supported above grade, bleachers, grand stands, viewing stands, and premanufactured modular units.

Plans should be prepared by a licensed California professional and submitted at least 60 days prior to the event to prevent the possibility of construction delays, additional fees, or event occupancy restrictions. Two sets of paper plans must be submitted along with an electronic copy on CD or removable drive.

In order to assist special event organizers with the permitting process, Monterey County RMA Permit Coordination Manager, Freda Escobar is available as a first point of contact. It is highly recommended that special event organizers contact Ms. Escobar for guidance prior to organizing their submittal documents. She may be reached by phone at 831-784-5689 or via email at Escobar@co.monterey.ca.us.

PLANS FOR ALL TEMPORARY STRUCTURES AT SPECIAL EVENTS SHOULD INCLUDE THE FOLLOWING:

A. Site Plans:

1. Plans must be prepared on 18"x24" inch paper.
2. Identify the location of all proposed temporary structures including tents, canopies, membrane-covered frame structures, stages, platforms for construction of temporary structures, obstacles, trophy suites, viewing stands, grand stands, bleachers or other temporary structures. Identify type of structure and proposed use.
3. Identify the distance to property lines and distance between each temporary structure or other structures located on site.
4. Identify the location of all temporary electrical generators and electrical panels and sub panels.
5. Identify the location of all fuel storage areas (i.e. propane, gasoline/diesel).
6. Identify the location of all accessible parking and accessible sanitary facilities.
7. Identify location and extent of all accessible paths of travel.

B. Floor Plans:

1. Plans must be prepared on 18"x24" inch paper.

2. Provide floor plans for all proposed structures. Show all dimensions of all structures including any tents and any dimensions of rooms or areas created within structure by use of walls or partitions more than 5'-9" in height.
3. Identify occupancy/use of structure and total occupant load.
4. Identify the total area encompassed by outside walls/partitions.
5. Identify location of all exits. Structures with an occupant load of 50 or more require minimum of two exits. Note on plans doors to be equipped with panic hardware.
6. Show location of all required exit signs.
7. Provide interior floor plan showing proposed seating areas, displays, booths, walls, stages or platforms, aisle ways, cross aisles and other exit components.
8. For all structures with occupant load of 50 or more, provide an exiting plan.

C. Electrical Plans:

1. Plans must be prepared on 18"x24" inch paper.
2. Any and all electrical work proposed to service temporary structures shall be identified on the plans.
3. All electrical panels or sub panels must be identified for location and amperage. Specify all bonding and grounding requirements.
4. Show location of any temporary generators and identify structures served by such.
5. Identify type of conductors used for temporary electrical distribution. Conductors must be listed for use proposed.
6. Identify all switches, lights and receptacles.

D. Plumbing Plans:

1. Plans must be prepared on 18"x24" inch paper.
2. Any and all plumbing work proposed to service temporary structures shall be identified on the plans.
3. Identify all locations of water service lines, waste lines, and gas lines.
4. Show location of all waste discharge piping and connections to approved private or municipal sewers. If waste to be collected and discharged to mobile Waste Management container, provide complete system design and show location mobile container. Identify Waste Management Company and contacts. System connections may be required to be approved by Environmental Health.
5. Show location of connection for all gas service lines at service meter or LPG tanks.
6. Identify on plans all equipment proposed to be served by gas systems. Show gas shut off valves.
7. Show location of all proposed water heaters. Identify if gas or electric. Show method of support for water heaters.

E. Mechanical Plans:

1. Plans must be prepared on 18"x24" inch paper.
2. Any and all mechanical work proposed to service temporary structures shall be identified on the plans.
3. Identify all fan systems and discharge location.

F. Structural Plans:

Plans must be prepared on 18"x24" inch paper.

Note: Equipment such as, but not limited to mechanical units, sound and lighting systems weighing more than 400 lbs, shall be anchored or braced for seismic loads.

ASCE 7-05 Section 13.1.4-46

G. Accessibility Plans:

1. Plans must be prepared on 18"x24" inch paper.
2. Site plans showing route of travel from accessible parking to structures. If other means of access will be provided such as accessible shuttles, please clearly indicate type and verify unit is accessible, subject to approval by Building Official.
3. Provide accessible parking plans including all signage.
4. Provide all accessible compliance signage for route of travel, entrances, parking, sanitary facilities, etc.
5. Provide landings at all doors both interior and exterior.
6. Provide plans for stairs, handrails, handrail extensions and landings. All tread surfaces shall be slip-resistant. All treads for exterior stairs shall be marked by a contrasting strip minimum 2" wide at nose of treads.
7. Provide plans for accessible ramps. Ramps shall be provided to all floor levels. Show maximum slope 1:12 with landings both top and bottom of ramps. Show handrails and handrail extensions.
8. All raised viewing stands, platforms, grand stands and bleachers shall provide accessible seating or viewing area. Area shall accommodate those attending or assisting persons with mobility impairments.
9. Show location and number of either permanent accessible sanitary facilities or temporary chemical facilities.

TENTS:

1. Plans must be prepared on 18"x24" inch paper.
2. Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.
3. Design of plans for structural anchorage for tents shall be submitted by a licensed professional (architect, engineer) licensed in the state of California. Plans, details and calculations must be stamped and signed by licensed professional. Plans shall provide all details and specifications for securing tent to grade. Calculations shall be provided for anchorage systems.

MEMBRANE-COVERED FRAME STRUCTURE:

1. Plans must be prepared on 18"x24" inch paper.
2. The structure shall be designed and constructed to sustain dead loads; live loads including wind, seismic loads in accordance with Chapter 16 of the California Building Code.
3. Design of plans for structural anchorage for Membrane-Covered Frame structure shall be submitted by a licensed professional (architect, engineer) licensed in the state of California. Plans, details and calculations must be stamped and signed by licensed professional. Plans shall provide all details and specifications for securing structure to grade. Calculations shall be provided for anchorage systems.

FOUNDATION/FRAME SUPPORTING FLOORS FOR STRUCTURES ABOVE GRADE:

1. Plans must be prepared on 18"x24" inch paper.
2. The structure shall be designed and constructed to sustain dead loads; live loads including wind, seismic loads in accordance with Chapter 16 of the California Building Code.
3. Design of plans for structural anchorage for foundation/frame supporting structure above grade shall be submitted by a licensed professional (architect, engineer) licensed in the state of California. Plans, details and calculations must be stamped and signed by

licensed professional. Plans shall provide all details and specifications for securing structure foundation/frame to grade. Calculations shall be provided for anchorage systems.

STRUCTURES ON FLOORS SUPPORTED ABOVE GRADE:

1. Plans must be prepared on 18"x24" inch paper.
2. The structure shall be designed and constructed to sustain dead loads; live loads including wind, seismic loads in accordance with Chapter 16 of the California Building Code.
3. Design of plans for structural anchorage for frame (walls, columns, posts, etc) on floors supporting structure above grade shall be submitted by a licensed professional (architect, engineer) licensed in the state of California. Plans, details and calculations must be stamped and signed by licensed professional. Plans shall provide all details and specifications for securing structure to floor supported above grade. Calculations shall be provided for anchorage systems.

BLEACHERS, GRAND STANDS, VIEWING STANDS, OBSTECALS:

1. Plans must be prepared on 18"x24" inch paper.
2. The structure shall be designed in accordance with Chapter 16 California Building Code and shall comply with ICC 300. Structures must be provided with documentation showing compliance with ICC 300.
3. Plans shall be submitted by a licensed professional (architect, engineer) licensed in the state of California. Plans, details and calculations must be stamped and signed by licensed professional. Plans shall provide all details and specifications for securing structure. Calculations shall be provided for any anchorage systems. Structural observation shall be provided.

PREMANUFACTURED MODULAR UNITS:

1. Plans must be prepared on 18"x24" inch paper.
2. Premanufactured modular units such as Trophy Suites require third party inspection during installation for verification of installation of preapproved State of California HCD foundation systems. Pre-approved State of California HCD building plans and foundation plans to be submitted. Units shall bear an insignia permanently affixed to the unit from the State.

SPECIAL INSPECTION FORM:

1. Where special inspection/structural observation is required, a County of Monterey Special Inspection Form must be filled out. Special inspection firm or individual to be approved by Building Official.

MOCO RMA Building Services will typically route to the following agencies. Note also that other County of Monterey Agencies e.g. Consumer Protection may also require separate plans and submittals and releases prior to issuance of permits. You may contact the following agencies.

Planning:	831-755-4800
Public Works:	831-755-4800
Environmental Health:	831-755-4505
Water Resource Agency:	831-755-4860
Fire:	831-455-1828 Monterey County Regional 831-633-2578 North County Fire 831-375-9644 Pebble Beach Fire / Cypress / Highlands

After the plans are approved, you are required to do the following:

1. Pick up your approved plans and pay all fees. Additional fees for inspection may be assessed if multiple inspections (more than two) are required due to corrections or incompleteness of construction.
2. Call the County of Monterey Building Inspection Line at 831-755-5027 to schedule an inspection once the structure and/or systems are installed. If inspections are required prior to complete installation due to staging of structural or system components, please indicate such when scheduling inspection.
3. **A representative having complete knowledge of the structural and systems components must be on site during the inspection.** The approved plans must be presented during inspection.
4. If the structure or systems are not compliant with approved plans and codes, a correction list will be written and left with the representative. All corrections must be completed and RE-INSPECTED prior to occupancy.
5. Provide onsite Building Inspector with all necessary documents/special inspection-engineering reports.
6. Other agencies (Fire, Health, etc.) must have completed their inspections and signed off prior to occupancy of structures.