



**Temporary Tent and Membrane Structure Permit Plan Submittal Checklist**

The following items must be submitted at a minimum for a Temporary Tent and Membrane structure and/or Temporary Stage Canopy permit plan submittal. Once all these items have been submitted, the application will be checked in for review.

Upload these items individually and named accordingly, through the ePlan portal located at <https://web1.coloradosprings.gov/ePlan>

<b>Permit Application</b> (Permit required for all temporary tents/membrane structures greater than 2400sq ft individually or continuous aggregate) <b>AND</b> Temporary Stage Canopies greater than 400sq. ft.)			
Ensure the following items are completed/addressed in the initial submittal. Please note that each permit includes two plan reviews. Additional fees are implemented at the third review and for all subsequent reviews thereafter.			
Sections 1-3	Yes	No	N/A
Section 5	Yes	No	N/A
Section 8	Yes	No	N/A
Temporary Structures Worksheet	Yes	No	N/A
Brief description of scope of work/event	Yes	No	N/A

<b>Site Plans</b>			
Ensure the following items are provided/shown.			
Original PDF, not scanned/copied	Yes	No	N/A
Dimensioned or to scale	Yes	No	N/A
Lot/property lines	Yes	No	N/A
Temporary structure location(s)	Yes	No	N/A
Heater locations	Yes	No	N/A
LPG fuel tank locations	Yes	No	N/A
Flammable/combustible liquids storage	Yes	No	N/A
Combustible vegetation	Yes	No	N/A
Adjacent buildings	Yes	No	N/A
Fire apparatus access roads/fire lanes	Yes	No	N/A
Adjacent parking	Yes	No	N/A
Internal combustion engines/generators	Yes	No	N/A
Cooking areas to include types of cooking devices	Yes	No	N/A
Fireworks and/or other pyrotechnic devices	Yes	No	N/A

<b>Floor Plans</b>			
Ensure the following items are provided/shown.			
Original PDF, not scanned/copied	Yes	No	N/A
Dimensioned or to scale	Yes	No	N/A
Setup of event (tables, chairs, stages/platforms, etc.)	Yes	No	N/A
Exits	Yes	No	N/A
Emergency lighting	Yes	No	N/A
Fire extinguishers	Yes	No	N/A
Widths of aisles or interior pathways	Yes	No	N/A
Special effects/props (smoke machines, special effects, etc.)	Yes	No	N/A





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<b>Specifications</b>		
Ensure the following cut sheets and other certifications are provided.		
Temporary structure fabric/membrane flammability certificates	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
Heaters and equipment	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>

<b>Temporary Stage Canopies</b>		
Applies to temporary tent/membrane structures more than 400 sq ft., specifically serving cover for the stage and nothing else. All items listed below are required.		
Construction documents shall be prepared in accordance with the International Building Code by a registered design professional. Construction documents shall include:		
○ A summary sheet showing the building code used, design criteria, loads and support reactions.	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
○ Detailed construction and installation drawings.	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
○ Design calculations.	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
○ Operating limits of the structure explicitly outlined by the registered design professional including environmental conditions and physical forces.	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
○ Effects of additive elements such as video walls, supported scenery, audio equipment, vertical and horizontal coverings.	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
○ Means for adequate stability including specific requirements for guying and cross bracing, ground anchors or ballast for different ground conditions.	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
Designation of responsible party: The owner of the temporary stage canopy shall designate in writing a person to have responsibility for the temporary stage canopy on the site. The designated person shall have sufficient knowledge of the construction documents, manufacturer's recommendations and operations plan to make judgments regarding the structure's safety and to coordinate with the fire code official.	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>
Operations plan: The operations plan shall reflect manufacturer's operational guidelines, procedures for environmental monitoring and actions to be taken under specified conditions consistent with the construction documents.	Yes <input type="checkbox"/>	No <input type="checkbox"/> N/A <input type="checkbox"/>

*Disclaimer* CSFD checklists are not intended to be all inclusive or stand-alone submittal documents. The items listed include the minimum technical information required to conduct an initial plan review. Please call-out and provide code study for any deviations/exceptions to prescriptive code. The current Fire Code is the 2015 International Fire Code (IFC) with local amendments.

