

Permitting procedures and Requirements - Special Events

For the 2013 event year, the **BUILDING INSPECTION division of the City is requiring building permits**. Following is the current direction for permitting and inspections on these specific venues.

Code Requirement:

- The International Building Code/ Section 3101.1 Permit required: Temporary structures that cover an area in excess of 120 square feet, including connecting areas and spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of 10 or more persons
- Structures that are over 120 sq. ft. and house more than 10 people will have to be permitted.
- **Exemptions:**
- Pre-engineered structures that are on a trailer or vehicle, and have a valid license **do not have to be permitted**. Mobile-mini type structures **do not have to be permitted**.
- Tent(s) installations will continue to be inspected/reviewed by the Austin Fire Department.

Process:

1. Applicants (organizers) should set up a meeting with Jose (contact below) a person from Plan Review and Permitting will be included.
 - a. **Bring to Meeting:**
 - Bring a site plan showing the location of the different structures that will be at the location.
 - It is useful if it shows the structures or a drawing.
 - You can also bring any information about the structures on electronic file for review.
 - The city will review and determine which structures need to be permitted, according to the requirements of the building code. Determinations will be made if engineer's letters for the structures are required, or if they will be completely inspected by the building inspector.

NOTE: There is NO need to go through a formal Plan Review process, since these are temporary structures, we will do a field inspection.

2. **ONE** permit will be issued for the location and all structures that need to be permitted will be included on just one permit. Fees will be based on square footage. Separate permits for every structure are NOT required.
3. Where required for engineered structures, provide a letter for engineered structures, signed off by an engineer.
4. Schedule a Fire Final inspection and a Building Final inspection and it will be closed once the inspections are completed.

Contact:

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