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# Temporary Indoor Building Use Permit (TIBU)

(Planning and Development Department)

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# Temporary Place of Assembly Permit

(Phoenix Fire Department)

**Packet Information Includes:**

- TIBU Information and Thresholds
- TIBU Pre-Submittal Checklist
- TIBU Process
- TIBU Event Application
- Planning & Development Department Commercial Permit Application
- Phoenix Fire Department Assembly Permits Application

**Questions:**

- Zoning Requirements, Planning and Development Department: 602-262-7131
- Building Safety Requirements, Planning and Development Department: 602-262-7811
- Fire Department Requirements: Phoenix Fire Department 602-534-3474 or 602-262-6771

**Governing Codes and Ordinances:**

- 2006 Phoenix Building Construction Code (<http://phoenix.gov/development/codestandards>)
- 2006 International Fire Code (<http://phoenix.gov/FIRE/codes.html>)
- Phoenix Zoning Ordinance (<http://phoenix.gov/PLANNING/zonord.html>)

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This publication can be made available in alternate formats (Braille, large print, computer diskette, or audiotape) upon request. Contact Planning and Development at (602) 262-7811 voice or (602) 534-5500 TTY.



The purpose of this document is to outline the requirements for a temporary indoor event with an occupancy exceeding 49 people for buildings that do not have a valid certificate of occupancy for assembly. Buildings which exceed the number of temporary assembly events specified in this document must submit plans and specifications for a change of occupancy to assembly.

**TEMPORARY USES:**

The Phoenix Building Construction Code allows the issuance of a permit for temporary uses. Temporary uses shall conform to all applicable code requirements to ensure public health and safety. To allow temporary uses in existing buildings, a Temporary Indoor Building Use (TIBU) permit must be obtained prior to the temporary assembly event. **Unless further restricted by zoning limitations, a structure or building may only be used for a maximum of twelve (12) 48 hour temporary events per calendar year, as outlined in this document.**

**ELIGIBILITY:**

In order to be eligible for a TIBU, the building must have a valid Certificate of Occupancy established and must meet the minimum requirements listed below for the specific threshold. Any non-permitted construction must be resolved prior to a TIBU permit being issued.

**THRESHOLDS and MINIMUM CODE REQUIREMENTS:**

The following thresholds, based on occupant level, determine the minimum level of life safety code requirements that must exist in a building for a temporary “assembly” use.

1. **Threshold One:** TIBU with 50 to 99 occupants requires the following:
  - Proposed / actual occupant total – provided by applicant
  - Exiting analysis:
    - Provide a **minimum** of two (2) separated exits (IBC 1015 and 1019)
    - Exit access and exit access travel distance to comply with IBC 1014 and 1016
    - Provide required exit width (IBC Table 1005.1)
    - Provide panic hardware or push/pull doors (IBC 1008.1.9) or remove hardware and provide correct direction of swing
    - Provide door swing in direction of travel (IBC 1008.1.2)
  - Provide emergency lighting via battery power minimum (IBC 1006)
  - Provide exit signs internally or externally illuminated (IBC 1011)
  - Provide restroom facilities to accommodate the proposed occupant load:
    - Provide water closets based on a ratio of 1 per 75 occupants and lavatories based on a ratio of 1 per 200 occupants for both men’s and women’s restrooms (IBC Table 2902.1 and AZ Statute R9-8-306)
    - This can be accomplished with a combination of existing facilities, port-a-johns, sanitation stations and/or comfort stations
  - Accessibility:
    - Provide one “no-step” accessible entrance: door width, threshold, level landing on each side and ramps as needed (IBC 107.2; minimum required by Building Official)
    - Provide a “no-step” accessible route to the area of primary function (IBC 107.2; min required by Building Official)
    - Provide an accessible toilet room (existing or portable unit); if multiple portable toilet rooms are clustered at a single location, 5% must be accessible (IBC 107.2; minimum required by Building Official; and ADAAG sec. 4.1.2 (6))
  - Provide information concerning interior decorations and finishes /combustibles (IBC Chapter 8 and 26).
  - Provide evacuation plan (IFC 404.3)

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2. **Threshold Two:** TIBU events with 100 or more occupants requires all items listed in Threshold One plus the following:
- Exiting analyses:
    - Provide the minimum required number of separated exits (IBC 1015 and 1019)
    - Exit access and exit access travel distance to comply with IBC 1014 and 1016
    - Provide required exit width (IBC Table 1005.1)
  - Provide monitored fire sprinkler system (IFC 903)
  - Provide fire alarm system when the number of occupants is 300 or more (IFC 907)
  - Provide fire watch when the number of occupants is between 100 and 299 (IFC 113)

### **Permits**

Three copies of a dimensioned floor plan, drawn to scale, showing compliance with the minimum requirements for each threshold must be submitted for review. Additional plans and specifications may be required depending on the scope of the temporary event.

- All buildings with historic designation (HP) must receive Historic Preservation approval prior to obtaining the P&D “Temporary Indoor Building Use” Permit.
- Fees for the TIBU permit will include a minimum one hour staff counter review fee, plus a one hour inspection fee, per each discipline required (Structural, Electrical, Plumbing/Mechanical). Additional fees will apply for after hours inspection requests or additional plan review per the current P&D fee schedule. Additional fees will be assessed by the Phoenix Fire Department for their plan review and permit services.
- Buildings with multiple stories or floors may require additional review and permitting.
- Upon issuance of the permit, both the TIBU permit and the maximum occupant load must be posted in a location visible to the public.



The purpose of this checklist is to assist the applicant in assembling information that will be required for approvals and permits. The applicant is strongly advised to complete this step before signing any leases and/or agreements, so staff can verify the use is allowed and any other applicable code requirements.

- Determine if there are any zoning limitations or requirements that may restrict the proposed event. This information may be obtained at the Planning and Development Department Zoning Counter (2<sup>nd</sup> Floor of Phoenix City Hall).
- Research building permit history to determine the building occupancy for the proposed event location. The applicant can obtain copies of previous permits and applicable Certificate of Occupancies (CofO's) at the Planning and Development Department Records Counter (3<sup>rd</sup> Floor of Phoenix City Hall). The applicant should obtain copies of any C of O's found in records.
- Compile detailed information regarding the type and duration of event being proposed.
- Determine the total number of occupants (people – including service personnel) attending the event.
- Confirm if the proposed event building has fire sprinkler system, fire alarm system, and / or emergency exiting lighting.
- Provide three copies of a dimensioned floor plan, drawn to scale, of the building with event layouts and area uses labeled (aisle ways, tables, stage location, generators, bathrooms, etc). Be sure to accurately depict the floor layout of the proposed event. The floor plan should take into account whether the following are proposed and where they will be located:
  - Show necessary building requirements outlined in the TIBU Information and Threshold document based on number of occupants/people at event.
  - Determine if generators will be needed for the event.
  - Determine if interior finishes / decorations are proposed for the event. If so, provide a list of the proposed finishes, decorations and/or props.
  - Determine if any stages are proposed for the event.
  - Determine if cooking areas (other than existing kitchens) are proposed. The location of heating source must be noted on the floor plan layout (examples: gas, propane). These areas may not be located in a building, and must be 10 feet away from building (including eaves) and 4 feet from vehicles.
  - Determine if tents and other temporary structures are proposed.
- Determine the number of available parking spaces and calculate the required number of parking spaces per Phoenix Zoning Ordinance section 702. Information regarding parking requirements can be obtained at the Planning and Development Department Zoning Counter.
  - Determine if valet parking arrangements are proposed for the event
- Determine if any type of open flame, pyrotechnics, or fireworks are proposed at the event.
- Determine if any event security is proposed for the event.

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The purpose of this document is to outline the approval and permit process for a Temporary Indoor Building Use (TIBU). The entire TIBU permit process may take several weeks. It is suggested the applicant begin the application process at least three months prior to the event, especially for a first time event. This document also identifies any additional approvals or licenses that may be required for a TIBU.

#### **WHEN IS A TIBU PERMIT REQUIRED?**

A TIBU permit is required when the occupant load will exceed 49 occupants and the existing building does not have an “assembly” Certificate of Occupancy.

#### **WHERE TO START?**

The applicant will need to discuss the TIBU event with the Planning and Development Department (P&D) and Phoenix Fire Department (PFD). P&D is located on the second floor of Phoenix City Hall at 200 West Washington Street. PFD is located at 150 South 12<sup>th</sup> Street. Please see the TIBU Pre-Submittal Checklist and the TIBU Information and Threshold document for required information and submittals.

**STEP 1 (Zoning, P&D):** The applicant will need to discuss the event with P&D Zoning staff to determine if the location for the temporary use and related activities are permitted, and that adequate off-street parking is provided per the Phoenix Zoning Ordinance. Staff will determine if off-street parking is adequate, the use is allowed, and if one of the following is required:

- a. **Temporary Use Permit.** This is a public hearing process that can initially take up to 6 weeks. Application must be made at the Zoning counter along with payment of applicable fees.
- b. **Administrative Temporary Use Permit.** This is an administrative approval process that takes approximately seven days. Application must be made at the Zoning counter along with payment of applicable fees.

Zoning approval must be obtained prior to proceeding with steps two and three. Refer to Phoenix Zoning Ordinance Section 708 (<http://www.codepublishing.com/AZ/phoenix/>) for more information on zoning temporary uses. For more information regarding Temporary Use Permits or Administrative Temporary Use Permits, please visit the following web page: <http://phoenix.gov/PLANNING/zoninf14.pdf>

**STEP 2 (Commercial Building Services, P&D):** A TIBU permit must be obtained from P&D. Refer to the TIBU Pre-Submittal Checklist for plan submittal requirements. Depending on the scope of the event and the information provided, a TIBU permit may be issued over the counter. If the project is too complex for an over the counter review, it will need to be submitted for plan review. Application and payment of applicable fees will be required at the time of submittal.

Additional building safety permits for generators, bleachers, and stages will also be addressed at this step. The P&D permit must be obtained prior to the Fire Department accepting a “Temporary Place of Assembly Permit” submittal.

**STEP 3 (Fire Prevention, PFD):** A **Temporary Place of Assembly** permit must be obtained from PFD. The application must be submitted to PFD at least 10 working days (30 days for Outdoor Assembly) prior to the event. Application and payment of applicable fees is required at the time of submittal.

**STEP 4 (Inspections, P&D and PFD):** Inspections and final acceptance are required for both the Temporary Indoor Building Use permit and the Temporary Place of Assembly permit. The applicant must call for the required inspections prior to the event and all inspections must be approved before the temporary event can take place.

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### **Additional Approvals**

The information below is provided to assist in assuring that all other necessary permits and approvals have been obtained. Many state, county and city ordinances govern the requirements of such events and these questions cannot cover all situations.

**Please note that the customer is ultimately responsible for obtaining all necessary approvals and permits.**

In addition, this list is not meant to be an all inclusive list of potential approvals, permits and/or licenses outside the Planning and Development and Fire Department process.

**SIGNS:** Any proposed signage requires separate review and approval from the Planning & Development Department Sign Section (2<sup>nd</sup> floor of Phoenix City Hall). Additional information can be found online at <http://phoenix.gov/development/siteandcivil/site/signs.html>.

**FINAL ISSUES:** Prior to the event, make sure you have obtained approval for the following applicable items:

- a) Any use of public sidewalk or (arterial or collector) street right-of-way requires a special event application and approval from the Parks and Recreation Department. The application must be submitted a minimum of 3 to 5 months in advance of the event. A copy of the application is accessible at <http://phoenix.gov/parks/specialevent.html>.
- b) If mobile vending (selling, offering or display of items from a mobile vending or mobile food vending unit located on private property) is planned for the event, the applicant should contact the Planning and Development Department Zoning Section to verify zoning restrictions (602-262-7131; 2<sup>nd</sup> Floor of Phoenix City Hall); then proceed to the City Clerk Department License Services Section to request an application (1<sup>st</sup> floor of Phoenix City Hall); and then to contact Maricopa County's Environmental Services Health Division to verify if additional permits may be necessary (mobile food at 602-506-6872; <http://www.maricopa.gov/EnvSvc/EnvHealth/>).
- c) Applicant is advised to contact the local Phoenix Police Precinct to provide a courtesy notification of the event, type and date(s) of occurrence. To obtain correct precinct information, please call the Phoenix Police Department at 602-262-7626 or visit: <http://phoenix.gov/POLICE/precinct1.html>.
- d) City of Phoenix requires a license from all businesses that have a privilege (sales) tax or use tax liability. Information and forms for business classifications subject to privilege tax can be obtained from the Finance Department Privilege License Section. Please call 602-262-7166 or visit <http://phoenix.gov/PLT/pltidx.html>.
- e) City of Phoenix also requires some businesses to obtain a regulatory license, such as teenage dance halls and businesses selling liquor. For information and forms, contact the City Clerk Department Regulatory Licensing Section. Please call 602-262-4638, or visit: <http://phoenix.gov/LICNSVCS/regulatory.html>.
- f) Businesses serving food should contact Maricopa County Environmental Services Health Division at 602-506-6970, or visit: <http://www.maricopa.gov/EnvSvc/EnvHealth/>.
- g) Arizona Department of Revenue at 602-255-2060 or visit: <http://www.revenue.state.az.us/>.
- h) Arizona Department of Liquor License and Control at 602-542-5141 or visit: <http://www.azliquor.gov/>.
- i) Any other State or Federal licenses, as applicable.



The applicant is advised to make application for a TIBU event far enough in advance to allow for all required city approvals and inspections.

There are a maximum of 12 events allowed in a calendar year. This is event #: \_\_\_\_\_

Event Name: \_\_\_\_\_

Address of Building / Event: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Event Hours/Time: \_\_\_\_\_

Proposed Type of Event Planned: \_\_\_\_\_

Square Footage of Building: \_\_\_\_\_ Square Footage used for this Event: \_\_\_\_\_

Maximum number of occupants (patrons plus staff) = \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Does this site have an approved Use Permit(s) or Variance?  Yes  No

If yes, please provide application number: \_\_\_\_\_

**Note:** A copy of the stipulations must be attached to this application.

Are there minors between 14-17 years of age that are unaccompanied by a parent or guardian in attendance?  Yes  No

If yes, check with the City Clerk on the 10<sup>th</sup> Floor of Phoenix City Hall as **you may be required to obtain a Teen Dancehall License.**

Does this event include liquor?  Yes  No

If yes, check with the City Clerk on the 1st Floor of Phoenix City Hall as **you may be required to apply for a liquor license.**

Number of off-street parking spaces provided? \_\_\_\_\_

If spaces are provided off premises, please provide a parking plan showing number of spaces, proximity to event and copy of lease agreements.

Provide a full description of event and all activities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STEP 1: ZONING**

Decision:  Approved  Approved with Stipulations \*  Denied  
Requires:  Temporary Permit  Temporary Use Permit  Use Permit  
Parking:  Approved  Approved with Stipulations\*  Denied  
Outdoor Cooking, if proposed:  Allowed  Denied  N/A

\* **Note:** A copy of the stipulations must be attached to this application.

\_\_\_\_\_  
P&D Representative (print and sign name) Phone Date  
Notes to P&D / PFD Staff: \_\_\_\_\_  
\_\_\_\_\_

**STEP 2: BUILDING SAFETY PERMITS**

**Note: A copy of the approved floor plan and the commercial permit application are to be sent to the P&D Records section**

Temporary Indoor Building Use Permit required:  Yes  No  
If Yes, TIBU permit includes:  
Generators:  Yes  No  
Bleachers:  Yes  No  
Stage:  Yes  No

Additional Permit(s): \_\_\_\_\_  
Historic Preservation approval received, if required:  Yes  No  N/A  
P&D Permit: TIBU \_\_\_\_\_

\_\_\_\_\_  
P&D Representative (print and sign name) Phone Date

**STEP 3: FIRE DEPARTMENT PERMITS**

**Note: The applicant and Fire Department are to keep a copy of the completed form for records.**

Temporary Place of Assembly permit required:  Yes  No

If required, include the following:  
 Completed Fire Department Application  Copy of Planning/Zoning Permit(s)  
 Copy of Approved Site Plan / Floor Plans  Copy of this Checklist  
 Copy of Certificate of Occupancy  Copy of P&D Temporary Indoor Building Use Permit

Additional Fire Department Permits:  
 Use of Fireworks or Pyrotechnics  Use of Open Flame, Hot-Works or Open Burn  
 Other(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Fire Department Representative – print and sign name Phone Date



Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Lot#: \_\_\_\_\_ Tract# \_\_\_\_\_ Bldg# \_\_\_\_\_ Floor \_\_\_\_\_ Suite/Space# \_\_\_\_\_

Project Area: \_\_\_\_\_ Project Valuation: \_\_\_\_\_

**Description of Work:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ EMail: \_\_\_\_\_

**Contact Information:** Check one:  Owner  Contractor  Other \_\_\_\_\_

Owner/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor Business Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Local Business (Phoenix PLT) #: \_\_\_\_\_

State Tax #: \_\_\_\_\_ State License Class and Number (ROC): \_\_\_\_\_

**Field Contact Information:** (Required for Permit by Inspection)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Developer/Owner/Business Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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-----**Staff Use Only**----- Initials: \_\_\_\_\_

Genealogy subject/sibling: \_\_\_\_\_

Permit Type: \_\_\_\_\_ Permit Number: **T**\_\_\_\_\_ Permit Name: \_\_\_\_\_

Project Number: \_\_\_\_\_ CITA  Yes  No C Of O  Yes  No

Census: \_\_\_\_\_ Qtr Sec: \_\_\_\_\_ Cncl Dist: \_\_\_\_\_ Zoning: \_\_\_\_\_

Units: \_\_\_\_\_ Highest Pt of Struct: \_\_\_\_\_ Occupancy: \_\_\_\_\_ Construction Type: \_\_\_\_\_

Structure Class: \_\_\_\_\_ Permit Footage: \_\_\_\_\_ Bldg Footage: \_\_\_\_\_  Not Req  Unknown

Total Valuation: \_\_\_\_\_ Scope Code: \_\_\_\_\_ Energy:  Arch  Mech  Elec

Checklist:  Bldg Plans  Specification  Calculations  Soils Report  Special Inspection Certificate

Sprinkler:  Yes  NFPA13-Comm  NFPA13R-Res to 4-story  No  Unknown

Fire Alarm:  Yes  Sprinkler Monitored  Evacuation-Audible/Visual  No  Unknown

Emergency Lights:  Yes  No  Unknown Public:  Yes  No Site Inspection:  Yes  No

**Team:** \_\_\_\_\_ **IBC:** \_\_\_\_\_ **Struc:** \_\_\_\_\_ **Elec:** \_\_\_\_\_ **P/M:** \_\_\_\_\_ **AFP:** \_\_\_\_\_

**LSC:** \_\_\_\_\_ **PCD:** \_\_\_\_\_ **Elev:** \_\_\_\_\_ **Impact:** \_\_\_\_\_ **Site:** \_\_\_\_\_

**HPPR:** \_\_\_\_\_ **Traf:** \_\_\_\_\_ **Civil:** \_\_\_\_\_ **S-fire:** \_\_\_\_\_ **Plat:** \_\_\_\_\_ **Hlsd:** \_\_\_\_\_ **Addr:** \_\_\_\_\_

Rvw Code: \_\_\_\_\_ Rvw Fee: \_\_\_\_\_ Permit Code: \_\_\_\_\_ Permit Fee: \_\_\_\_\_

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Adaptive Reuse      | <input type="checkbox"/> Self-Certification | <input type="checkbox"/> Green Building |
| <input type="checkbox"/> Photovoltaic System | <input type="checkbox"/> Solar Water Heater | <input type="checkbox"/> Express Pass   |



# Phoenix Fire Department

## Fire Prevention

### Assembly Permits Application – Plan Submittal Required\*

- |  |   |
|--|---|
| <input type="checkbox"/> Public Assembly (indoors) F187<br>Permit Fee: <b>\$135</b> * 10 business days prior   | <input type="checkbox"/> Outdoor Assembly F400<br>Permit Fee: <b>\$405</b> * 30 business days prior               |
| <input type="checkbox"/> Amusement Buildings F448<br>Permit Fee: <b>\$540</b> * 30 business days prior   | <input type="checkbox"/> Vehicle Display F188<br>Permit Fee: <b>\$135</b> * 10 business days prior                |
| <input type="checkbox"/> Trade Show/Exhibit F440<br>Permit Fee: <input type="checkbox"/> <b>\$270</b> (1-5,000 sq ft)<br>*Plan Submittal required 30 business days prior | <input type="checkbox"/> <b>\$405</b> (5,001 sq ft or greater)<br>*Plan Submittal required 30 business days prior |

#### These Fees Apply to all Permits on this Application

- |  |  |
|--|--|
| <input type="checkbox"/> <b>\$25 per day</b> *Late Submittal Fee<br>Fee will be charged for applications not received within the prescribed timeframe. | <input type="checkbox"/> <b>\$135</b> Re-Submittal fee<br>A resubmittal fee will be assessed when changes are made to the approved plan. |
|--|--|

#### Business Information

<b>Name of Event:</b>			
<b>Complete Event Address:</b>			
<b>Name of Venue:</b>			
<b>Date(s)/Time of Operation:</b>	<b>Date:</b>	<b>Time:</b>	<b>Desired Inspection Date/Time:</b>
<b>Site Contact:</b>	<b>Name:</b>		<b>Cell Phone:</b>
<b>Site Contact Email:</b>			
<b>Responsible Party:</b>	<b>Name:</b>		<b>Phone:</b>
<b>Responsible Party Email:</b>			

**Payment is due at the time of application submittal. All fees are non-refundable. Applications will not be processed until payment is received.**

Permit applications may be faxed to 602-495-7429, submitted in person weekdays from 8:00 a.m. to 4:30 p.m., or mailed to:

Phoenix Fire Department  
Fire Prevention  
150 S. 12<sup>th</sup> Street  
Phoenix, AZ 85034

Permit questions call: 602-262-6771 or online at [www.phoenix.gov/fire/fireprevention](http://www.phoenix.gov/fire/fireprevention)