



Planning & Development Department Temporary Indoor Building Use Permit (TIBU)

&



Temporary Place of Assembly Permit

Packet Information Includes:

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

Questions:

- Office of Customer Advocacy, Planning & Development: 602-534-7344 or pdd.officeofcustomeradvocacy@phoenix.gov
- Zoning, Planning & Development: 602-262-7131 or pdd.planning.division@phoenix.gov
- Building Safety Requirements, Planning & Development: 602-262-7811 or pdd.commercial.building@phoenix.gov
- Fire Department Requirements, Phoenix Fire Department: 602-262-6771 or pdf.applications@phoenix.gov

Governing Codes and Ordinances:

- 2024 Phoenix Building Construction Code – <https://phoenix.gov/pdd/devcode/buildingcode>
- 2024 International Fire Code – <https://phoenix.gov/fire/prevention/fire-code>
- Phoenix Zoning Ordinance – <http://codepublishing.com/AZ/phoenix/>

The purpose of this document is to outline the approval and permit process for a Temporary Indoor Building Use.

For more information or for a copy of this publication in an alternate format, contact Planning & Development at (602) 262-7811 voice or TTY use 7-1-1.

**Temporary Indoor Building
Use Process (TIBU)**

(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 a valid certificate of occupancy for an assembly use.

Buildings that currently have a valid certificate of occupancy for an assembly use may apply for a Temporary Indoor Building Use (TIBU) permit to temporarily increase the overall occupant loading of the building or space if it can be demonstrated that the existing exiting and fire protection systems can safely accommodate the proposed occupant loading for the event.

WHERE TO START?

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

STEP 1 (Zoning, PDD): The applicant will need to discuss the event with PDD 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/?PhoenixZ07/PhoenixZ0708.html>) for more information on zoning temporary uses. For more information regarding Temporary Use Permits or Administrative Temporary Use Permits, please visit the **Zoning Applications and Informational Handouts website** under Planning & Zoning on the following web page: [Zoning Applications and Informational Handouts | City of Phoenix](#)

STEP 2 (Fire Prevention, PFD): A **Temporary Place of Assembly** permit must be obtained from PFD. The application must be submitted to PFD at least 10 business days prior to the event. Application and payment of applicable fees is required at the time of submittal.

STEP 3 (Commercial Building Services, PDD): A TIBU permit must be obtained from PDD. 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.

STEP 4 (Inspections, PDD 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.

Pre-submittal Checklist

This checklist assists the applicant in assembling information that is 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 & Development Department Zoning Counter (2nd 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 (C of O's) at the Planning & Development Department Records Counter (3rd 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.) sealed by an architect or engineer registered in the State of Arizona. 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, must be 10 feet away from building (including eaves), and 4 feet away 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 & 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.

Event Application

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

If yes, check with the City Clerk on the 1st 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.**

PDD Representative (print and sign name)

Phone

Date

Notes to PDD / PFD Staff: _____

STEP 2: 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:

<input type="checkbox"/> Completed Fire Department Application	<input type="checkbox"/> Copy of Planning/Zoning Permit(s)
<input type="checkbox"/> Copy of Approved Site Plan / Floor Plans	<input type="checkbox"/> Copy of this Checklist
<input type="checkbox"/> Copy of Certificate of Occupancy	<input type="checkbox"/> Copy of PDD 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 _____

STEP 3: BUILDING SAFETY PERMITS

Note: A copy of the approved floor plan and the commercial permit application are to be sent to the PDD 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

PDD Permit: TIBU _____

PDD Representative (Print and sign name) _____

Phone _____

Date _____

Information and Thresholds

This document outlines 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 or are primarily used for assembly purposes must submit plans and specifications for a permanent change of occupancy to assembly.

Buildings that currently have a valid certificate of occupancy for assembly may apply for a Temporary Indoor Building Use (TIBU) permit to temporarily increase the overall occupant loading of the building or space if it can be demonstrated that the existing exiting and fire protection systems can safely accommodate the proposed occupant loading for the event.

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 1006 and 1007)
 - Exit access and exit access travel distance to comply with IBC 1016 and 1017
 - Provide required exit width (IBC Section 1005)
 - Provide panic hardware or push/pull doors (IBC 1010.2.8) or remove hardware and provide correct direction of swing
 - Provide door swing in direction of travel (IBC 1010.1.2.1)
- Provide emergency lighting via battery power minimum (IBC 1008)
- Provide exit signs internally or externally illuminated (IBC 1013)
- 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 108.2; minimum required by Building Official)
 - Provide a “no-step” accessible route to the area of primary function (IBC 108.2; 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 108.2; minimum required by Building Official; and 2010 ADA Standards for Accessible Design Section 213.2, exception 3)
 - Provide information concerning interior decorations and finishes /combustibles (IBC Chapter 8 and 26).
 - Provide evacuation plan (IFC 404.3)
2. **Threshold Two:** TIBU events with 100 or more occupants requires all items listed in Threshold One plus the following:
- Exiting analysis:
 - Provide the minimum required number of separated exits (IBC 1006 and 1007)
 - Exit access and exit access travel distance to comply with IBC 1016 and 1017
 - Provide required exit width (IBC 1005)
 - 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 and no fire alarm (IFC 115)

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 PDD “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

Commercial / Multifamily Permit / Plan Review Application

Date: _____
Project Address: _____ Floor: _____ Suite/Space: _____
Building #: _____ Building Area: _____ Building Valuation: _____ Construction
Type: _____ Occupancy Type: _____ (For Multiple Buildings - See Bottom of Page)

Description of Work: _____

(If submittal is a revision to a previously approved project, please provide the original plan review log number.)

I am the owner (or an authorized agent acting on behalf of the owner) of the property at the address listed on this application.

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:** _____

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:** _____

<u>Building #</u>	<u>Building Area</u>	<u>Building Valuation</u>	<u>Construction Type</u>	<u>Occupancy Type</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Staff Use Only

Staff Initials: _____ Project #: _____ SPAD: _____

Permit/Plan Review Type: _____ Permit Number T: _____ Plan Review No: _____

Permit Name: _____

Project is a revision to an approved plan: ☐ Yes ☐ No If yes, specify the revision number: _____

Special Permit Categories:

☐ Adaptive Reuse ☐ Historic Preservation ☐ Express Pass ☐ Photovoltaic System
☐ Wireless Communication Facility (WCF) ☐ OTHER _____

Application: CITA ☐ Yes ☐ No C of O ☐ Yes ☐ No

Quantity: Total Valuation: _____

Structure:

Units: _____ Highest Pt of Struct: _____ Occupancy: _____ Construction Type: _____

Structure Class: _____ Permit Footage: _____ Bldg Footage: _____ ☐ Not Req ☐ Unknown

Scope: Scope Code _____

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

Site Inspection: ☐ Yes ☐ No

Zoning: _____ Variance: ☐ No ☐ Yes # _____

Fee Calculation:

Building Review Code: _____ Review Fee: _____ Permit Code: _____ Permit Fee: _____

Clearance Checklist Activities:

Team: _____ IBC: _____ Structural: _____ Electrical: _____ Plum/Mech: _____

AFP: _____ LSC: _____ PCD: _____ Elevator: _____ Impact: _____

Site: _____ HPPR: _____ Traffic: _____ Civil: _____ Plat: _____

Addressing: _____

Supplemental Documents:

☐ Building Plans ☐ Specifications ☐ Calculations ☐ Soils Report ☐ Special Inspection Certificate(s)
Energy Code: ☐ Architectural ☐ Mechanical ☐ Electrical



Assembly Permits Application – Plan Submittal Required

☐ *Public Assembly – Indoor Event (F187) **\$300**

☐ *Public Assembly – Outdoor Event (F400) **\$450**

☐ *Amusement Building, Haunted House or Maze (F448) **\$600**

☐ *Trade Show/Exhibit (F440) ☐ **\$300** (1,500 – 4,500 sq ft) ☐ **\$450** (4,501 sq ft or greater)

*Must be submitted 10 business days prior to event start date.

☐ **\$25 per day** *Late Submittal Fee

A penalty fee of \$25 per day, up to 10 days, shall be assessed for permit applications not received within the established timeframes.

Base Price = _____

Late Submittal Fee: _____ x **\$25** = _____

Total Cost of Permit = _____

Event Information			
Name of Event			
Event Address			
Name of Venue			
Date(s)/Time of Operation	Start Date to	End Date to	Time(s) to Desired Inspection Date/Time: (Equipment shall be setup and all items ready for inspection at this time) @
Applicant	Name		Phone
Applicant Email			
Site Contact	Name		Phone
Site Contact Email			

Payment is due at the time of application submittal.
Plan review and inspection will not be scheduled until payment has been processed.

Permit applications may be faxed to 602-495-7429, submitted in person weekdays 8 am to 5 pm at the address below, emailed to pfd.applications@phoenix.gov or mailed to the address below.
For permit questions or to speak with a Fire Inspector please call: 602-262-6771
For more information visit www.phoenix.gov/fire/prevention



City of Phoenix

FIRE PREVENTION



Indoor Special Event Checklist

This checklist has been provided to assist in preparing a complete application. Only complete applications will be accepted.

Name of Event:		
Site Contact:	Name:	Cell Phone:
Site Contact Email:		

1. Complete the application and plan review submittal. Please ensure each of the required elements listed are provided.

Required Information

- ☐ Detailed Floor Plan
 - ☐ Square footage of event space
 - ☐ Location and size of exits
 - ☐ Location of fire extinguisher(s)
 - ☐ Location of tables, chairs, etc.
2. The application shall be submitted 10 business days in advance of the event date or be subject to a \$25 per day late fee.
 3. The application and floor plan will be reviewed and approved by Fire Prevention Inspection Staff. You will be notified if any additional information is required.
 4. The inspector will contact you to schedule an inspection. The permit will be issued when the inspection is completed and in compliance with the current Phoenix Fire Code.

Phoenix Fire Department

Fire Prevention



Credit Card Payment Form*

This form is provided for convenience only. Checks and cash are also accepted.

* Credit card payments can only be accepted via fax, postal mail or in person.

This form does NOT qualify as the permit application, a separate permit application must be submitted.

Use This Section for Public Records Requests Only

Address Researched:

Company Requesting Research:

APPLICATION INFO

What are you paying for?

☐

Public Records

☐

Permit

☐

Event

☐

Inspection

☐

Appeal/Eng. Interpretation

Address of Business or Event

Name of Event (if applicable)

CREDIT CARD INFO

Credit Card Number (use dashes)

Amount to be Charged

Expiration Date (00/00)

Billing Address and Zip Code

Cardholder Name

Phone Number

Other Instructions (i.e. fax/email receipt) – Please print clearly

Payment is due at the time of application submittal.

Credit card payments will not be accepted by email.

Credit card payments may be faxed to 602-495-7429, submitted in person weekdays
8:00 am to 5:00 pm or mailed.

For permit questions or to speak to a Fire Inspector call: 602-262-6771.

For more information see www.phoenix.gov/fire/prevention

Please note: This form will be destroyed once payment has been processed.

Phoenix Fire Department | Fire Prevention
150 South 12th Street
Phoenix, AZ 85034