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# Temporary Indoor Building Use Permit (TIBU)

Planning & Development Department

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# Temporary Place of Assembly Permit

Phoenix Fire Department

## 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:

- Zoning Requirements, Planning & Development: 602-262-7131
- Building Safety Requirements, Planning & Development: 602-262-7811
- Fire Department Requirements, Phoenix Fire Department: 602-262-6771

## Governing Codes and Ordinances:

- 2012 Phoenix Building Construction Code – <https://phoenix.gov/pdd/devcode/buildingcode>
- 2012 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.

**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 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, 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 "Information" documents under Planning & Zoning on the following web page: <http://phoenix.gov/pdd/pz/pzdocs/index.html>.

**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 (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 (C of O's) at the Planning & 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.) 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 1<sup>st</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 1<sup>st</sup> 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: \_\_\_\_\_

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**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: \_\_\_\_\_

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**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:

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 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 1015 and 1021)
    - Exit access and exit access travel distance to comply with IBC 1014 and 1016
    - Provide required exit width (IBC Section 1005)
    - Provide panic hardware or push/pull doors (IBC 1008.1.10) 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 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 1015 and 1021)
    - Exit access and exit access travel distance to comply with IBC 1014 and 1016
    - 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: <i>(Equipment shall be setup and all items ready for inspection at this time)</i> @
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 [applications.pfd@phoenix.gov](mailto:applications.pfd@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](http://www.phoenix.gov/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)
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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](http://www.phoenix.gov/fire/prevention)

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

Phoenix Fire Department | Fire Prevention  
150 South 12<sup>th</sup> Street  
Phoenix, AZ 85034