



The purpose of this document is to outline the approval and permit process for temporary indoor/outdoor stages and platforms. It is suggested that the applicant begin the application process at least three (3) months prior to the event, especially for first time events.

Performance platforms not more than 30" above adjacent grade per Phoenix Building Construction Code (PBCC) Section 105.2 are exempt from permits.

Mobile hydraulic stages (MHS) and mobile trailer stages only require documentation of insurance coverage and proof of inspection within the previous 24 months. Rigging and generators that are not part of the MHS or mobile trailer stage are required to obtain a permit from Planning and Development Department (PDD) and/or Phoenix Fire Department (PFD).

Step 1 – Zoning. The applicant will need to discuss the event with Planning and Development Department (PDD) Zoning Staff to determine if the location for the temporary use and related activities are permitted. Zoning approval must be obtained prior to proceeding with steps two and three. The Zoning Counter is located at 200 West Washington Street, 2nd Floor.

Step 2 – PFD. A **Temporary Place of Assembly** permit may be required and 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. The Fire Administration Building is located at 150 South 12th Street, Phoenix 85034.

Step 3 – Commercial Building Services, PDD. Depending on the scope of the event and the information provided, a 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. 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.

Provide a complete set of drawings sealed by an Arizona Registrant that include:

- Site plan showing location of stage or platform and adjoining structures.
- Floor plan showing total area/height.
- Exiting plan showing egress path, emergency lighting and exit signage.
- Occupant load based on occupancy.

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- Type of construction.
 - Operations management plan (including adverse weather conditions).
 - Sealed structural design and load calculations per International Building Code (IBC), Chapter 16 and soil bearing capacity per IBC, Chapter 18.
 - All documentation for Special Inspections/Observation.
 - Details of materials used in construction of stage/platform per IBC, Section 410.
 - Cross section details of connections including ballast **or** anchorage methods.
 - Show measurement from the lowest point of the floor to the highest point of the roof.
 - If indoor stage height is over 50', the stage shall be separated from seating area by a proscenium curtain per IBC, Section 410.2.5 complying with National Fire Protection Association (NFPA) 80, **or** approved water curtain per section 903.3.1.1 **or** follow section 909 smoke control.
 - Indoor stages over 1,000 square feet and over 50' in height shall comply with IBC, Section 410 for ventilation requirements.
 - Provide panic hardware if occupant load is 50 or more for Assembly Group Occupancies per IBC, Section 1010.1.10
 - Provide details of stair construction; including handrail and guard details of IBC, Sections 1009, 1011, 1014 and 1015.
 - Provide details of ramp construction; including handrail and guard details of IBC, Sections 1009, 1012, 1014 and 1015.
 - All performance and public areas shall be accessible and must comply with American National Standards Institution (ANSI) 2009 and IBC Chapter 11.