



## SEO Draft Rules-Temporary Structures

Section	Rule	What do customers need to follow the Rule	Notes / Questions
<p>4-20-34(10) 4-20-41</p>	<p>A building permit will be required if a temporary structure is more than 120SF of floor area with an intended occupancy of ten or more.</p> <p>Exemptions:</p> <ol style="list-style-type: none"> <li>1. Pre-engineered structures on wheels with a valid licenses plate are exempted (such as the SL100).</li> <li>2. Uncovered platforms that have no more than 7 inch raise at the required egress at natural ground level.</li> <li>3. A temporary structure in an A occupancy that has</li> </ol>	<p>Provide details about the temporary structure including:</p> <ol style="list-style-type: none"> <li>1. Dimensions</li> <li>2. Square footage</li> <li>3. Elevations</li> <li>4. Walls</li> <li>5. Exits</li> <li>6. Width of exit,</li> <li>7. Construction type</li> <li>8. System model number</li> <li>9. Intended use to determine occupancy load</li> <li>10. Location on the site plan to identify potential egress obstruction,</li> <li>11. fire sprinkler clearance</li> <li>12. Power line clearance</li> <li>13. Whether the temporary structure is to be located on roof, balcony, deck or other structure.</li> </ol> <p>Nothing is required if the temporary structure is exempted from permitting unless verification of exemption is being requested.</p>	<p>Example of temporary structures include although not limited to stages, risers, decks, bleachers, temporary walls and elevated tents (membrane structures)</p>



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	preapproval on a typical floor plan.		
4-20-34(10) 4-20-41	Bleachers, folding and telescoping seating and grandstands will need to comply with the latest addition of the ICC300.	Verify that the installer is aware of this requirement.	ICC300 is a national standard for these types of structures.
4-20-34(10) 4-20-41 4-20-52 (2) (5) (6)	Membrane structures (tents) that are erected on a building, balcony, deck, stage, platform or other structure will also require a building permit although exempted from permitting when less than 120SF with less than 10 occupants. A DSD application will be required for membrane structures (tents) that are outside of the ACE application.	Provide details about the temporary structure including: <ol style="list-style-type: none"><li>1. dimensions</li><li>2. Square footage</li><li>3. Elevations</li><li>4. Walls</li><li>5. Exits</li><li>6. Width of exit</li><li>7. Construction type</li><li>8. system model number</li><li>9. Existing occupancy load</li><li>10. Location on the site plan to verify any potential egress obstructions</li><li>11. Fire sprinkler clearance</li><li>12. Power line clearance</li></ol>	A checklist for membrane structures is available from DSD. All other tents or membrane structures are reviewed and approved by AFD.



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		Nothing is required if the temporary structure is exempted from permitting unless verification of exemption is being requested.	
4-20-34(10) 4-20-41	Engineering may be required for structural integrity verification and to verify load requirements. Engineering provided is required to be from an engineer registered in the state of Texas.	Engineering will be required when the structure is outside of prescriptive code, doesn't match the manufactures requirements or the engineered drawings, or the occupancy needs to be increased.	Example of structures that may require engineering although not limited to: modified containers, large occupancy risers, grandstands, site built structures with non-engineered components and Multi-story membrane structures
4-20-34(10) 4-20-41	All temporary structures occupied by the general public are required to comply with Texas Accessibility standards		
4-20-34(10) 4-20-41	All plumbing and electrical work will require a licensed professional to perform the work and obtain permits.	Exemptions from permitting can be found in the ordinances that adopted the electrical and plumbing codes.	
4-20-34(10) 4-20-41	Inspection will be required for all temporary structures that require a building, electrical or plumbing permit.	Schedule inspection with the DSD ACE coordinator or with the chief building inspector by phone call or email	



# SEO Draft Rules

## Tents & Membrane Structures-AFD

### Definitions:

- **TENT.** A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents it protects. The fabric keeps poles from falling down, Poles are under tension from a rope or guide wire.
- **MEMBRANE-COVERED CABLE STRUCTURE.** A non-pressurized structure in which a mast and cable system provides support and tension to the membrane weather barrier and the membrane imparts stability to the structure. It is a frame structure with tent fabric stretched over the pole/frame structure. (If fabric is removed, the frame will remain standing.)
- **MEMBRANE-COVERED FRAME STRUCTURE.** A non-pressurized building wherein the structure is composed of a rigid framework to support a tensioned membrane which provides the weather barrier. (If fabric is removed, the frame will remain standing.)
- **TENSILE MEMBRANE STRUCTURE.** A membrane structure having a shape that is determined by tension in the membrane and the geometry of the support structure. Typically, the structure consists of both flexible elements (e.g., membrane and cables), nonflexible elements (e.g., struts, masts, beams and arches) and the anchorage (e.g., supports and foundations). This includes frame-supported tensile membrane structures.

### Rule:

A Tent operational permit is required to operate an air supported temporary membrane structure with an area in excess of 100sqft or a tent/membrane structure in excess of 400 sqft or aggregate of multiple tents with area in excess of 400sqft when placed side by side.

### Exceptions:

1. Tents used exclusively for recreational camping
2. Funeral tent and curtains or extensions attached thereto, when used for funeral services.
3. Tents that are not attached to, or located within 20 feet of a building shall not require a permit unless in excess of 400 sqft.
4. Tents open on all sides which comply with the following:
  - a. Individual tents having a maximum size of 700 sqft.
  - b. The aggregate area of multiple tents placed side by side without a firebreak clearance of not less than 12 feet shall not exceed 700 sqft.
  - c. A minimum clearance of 20 feet to structures and other tents shall be provided.
5. Inflatable playground equipment at one or two family residences
6. Inflatable playground equipment used for less than 24 hours at places of worship or education facilities (for ages served by the 6<sup>th</sup> grade and younger) when located a minimum of 20 feet from the nearest building.



# SEO Draft Rules

## Tents & Membrane Structures-AFD

### Requirements:

1. All permitted tents or membrane structures must meet the requirements of IFC chapter 31 and IBC chapter 31.
2. All permitted tents must meet the requirements set forth in the published AFD TENT, TEMPORARY AIR SUPPORTED & AIR INFLATED MEMBRANE STRUCTURES Guideline.
3. *If deemed necessary, AFD may require a 3<sup>rd</sup> party licensed structural engineer to inspect the structure after installation to confirm the installation was performed in accordance with the manufactures requirements. Documentation must be provided to AFD for review and approval prior to use of the tent/membrane structure.*

### Process

1. Tents or membrane structures requiring permitting must have the application submitted no later than 10 days from the event start date.
2. Events that have submitted an ACE application are not required to submit a separate tent application
3. Tents or membrane structures erected on a building, balcony, stage, platform or other structure will require a building permit unless the elevation of the floor from which the tent is erected is less than 7 inches. If the tent requires a building permit, please contact [Building.Inspections@austintexas.gov](mailto:Building.Inspections@austintexas.gov).
4. Tents or membrane structures required for permitting must have a site plan attached to the application. Applications will not be accepted without an approved site plan.
  - a. Site plan must include layout of the inside of the permitted tent or membrane structure
  - b. Site plan must include all fencing around and in the egress paths of any permitted tent or membrane structure.
5. Tents or membrane structures that require a permit that do not need a building permit or an ACE application should have the AFD tent permit application and site plan submitted to [afdspecialevnts@austintexas.gov](mailto:afdspecialevnts@austintexas.gov).
6. Payment of all AFD fees and permits is required no later than 5 days prior to the event start date.



# SEO Draft Rules

## Temporary Change of Use Permits- AFD

### Definition:

The Temporary Change of Use to a Public Assembly Permit (TCOU) allows a building without permanent certificate of occupancy as an assembly to be temporarily used (up to 14 consecutive calendar days) as public assembly venues for events during a designated time period.

Examples include: use of a vacant building, warehouse, or a high rise office building/garage.

### Rules:

An approved ACE application and TCOU permit are required for proposed special events held in any building that does not have an assembly-type certificate of occupancy.

TCOUs are required for:

Gatherings of more than 49 people for civic, social, recreational or religious functions, in buildings and any associated spaces confined by fences, walls, or similar structures.

Events must meet the following definitions and requirements.

### Requirements:

- Building must have a valid certificate of occupancy
  - Organizer responsible for verification
- Application must indicate current use of occupancy
- Building must be able to meet the IFC and IBC requirements of an assembly type occupancy for the currently adopted code year.
  - Temporary or permanent building and site area modifications may be required based off site plan review and site inspections.
    - Egress and exiting
    - Fire suppression and fire alarm systems
    - Portable fire extinguishers
    - Emergency lighting
    - Occupancy load limits
    - Fire lanes
    - Fire Hazard and hazardous material mitigation
    - Occupancy hazards



## SEO Draft Rules

### Temporary Change of Use Permits- AFD

- All building life safety systems must have current inspections with no noted deficiencies. (fire alarm, fire sprinklers, standpipe systems, hood suppression systems, fire extinguishers, emergency power and lighting)
- Fire alarm system must have music shunt installed for any amplified sound
  - This is required when having indoor amplified sound in buildings with 300 or more occupants.
  - May require alarm plan submittals, additions to alarm system and AFD inspections prior to event.
- If not an assembly, a TCOU permit will be required and will only be allowed based on conditions for occupancy are met.
- *Annual permit limit: 12 permits per property*
- *Permit duration: valid up to 14 consecutive calendar days*
  - *Changes in floor plans or layout of the event requires a separate TCOU*
- *Fire watch- The Fire Marshal's office may require a fire watch or standby if additional fire and life safety hazards are identified during the review process.*

#### Application Process

1. Applicant for an event that falls under the Special Events definition and require a TCOU permit must file an ACE application within the required timelines.
  - a. 30 days Tier 2 events
  - b. 120 days for a Tier 3 events
  - c. 180 days for Tier 4 events
2. The following may be required due to the size, complexity and/or unique safety issues regarding the activities associated with the proposed event:
  - a. After hours Inspection services,
  - b. Fire watch, onsite stand-by inspectors and/or stand-by fire apparatus
3. Meet all requirements determined by application review and any site inspections.
4. With concurrence of the Building Official, the fire chief may issue a temporary change of use permit to use a structure for public assembly in accordance with 2015 IFC Local Amendments, Section 409 (TCOU).



# SEO Draft Rules

## Temporary Use Request Review and Approval Criteria

### *For Special Events that previously required a Temporary Use Permit*

Any special event venue that is on a private property and is inconsistent with the permanent use for which the property may legally be used, will be evaluated by ACE prior to authorizing the temporary use.

ACE shall conduct an appropriate level of review based on the special event application and its potential impacts to the surrounding community. The review may include on-site inspections discussions with nearby residents and business owners, and any additional research relevant to assessing potential impacts.

- A special event venue that is inconsistent with the permanent use of the property must be on a property located on a property within a base-zoning district other than residential. A circus, carnival, rodeo, fair or similar activity must be at least 200 feet from a residence and located in a CS or less restrictive zoning district

After conducting a review, ACE may permit the event after determining that it:

1. will not impair the normal, safe, and effective operation of a permanent use on the same site;
2. will be compatible with nearby uses;
3. will not adversely affect public health, safety, or convenience;
4. will not create a traffic hazard or congestion; and
5. will not interrupt or interfere with the normal conduct of uses and activities in the vicinity.

ACE may condition the approval of a special event on compliance with additional requirements that ACE determines are necessary to ensure compatibility and minimize adverse effects on nearby uses

If ACE determines that based on the application the proposed site is not suitable for a special event, the staff will explore options to modify the event to allow it to be suitable, and provide guidance to the applicant for their consideration regarding changes to the application that would make it acceptable.





# SEO Draft Rules

## Changing Occupant Loads at permanent Assembly Occupancy Venues

### How to Change the Occupant Load at a Venue or Establishment with a Permanent Use as an Assembly Occupancy

*Examples: Bars, Music Venues, Nightclubs, Restaurants, Theaters, etc.*

- 1.) To **permanently change\*** the occupant load the applicant will work through the standard procedure for occupant load card issuance with the Development Services Department (Commercial Plan Review).
- 2.) To **temporarily decrease** the occupant load for a special event the applicant may include this request within an ACE application. The Austin Fire Department will be responsible for reviewing requests for temporary decreases in occupant load and issuing a temporary load card for special events where applicable. The application must meet all requirements of the special event ordinance and rules, and will be reviewed via the standard special event review process.

For example, the temporary decrease accommodates a venue that would like to add a stage or other temporary construction for a special event that is different than the layout for normal operations.

***Any addition, whether it's chairs/tables or stages for example, to the occupancy space already counted towards total load will reduce occupant load to venue.***

- 3.) **Temporary increases\*** in occupant load **cannot be accommodated**. In order to increase the occupant load applicants must permanently change the occupant load with the Development Services Department (Commercial Plan Review).

\*This is not a short-term process and applicants should pursue occupant load increases well in advance of the time when an increased load is needed. Please note: when an assembly use is initially reviewed an occupant load is issued based on the building and fire codes. An increased load would typically not be possible without making changes to the building (eg. Adding square footage, exits, restrooms etc.). It is possible to request an occupant load increase without any construction being performed, however, a full building plan review will be required for this.