

Required Documents

a. Detailed Site Plan

i. Site plan must show the entire event footprint. The site plan must contain a glossary identifying structures that are being permitted. The glossary must indicate the following information if applicable, according to structure type:

- Need to identify the use of the tents, Identify each tent size on site plan.
 - State if the tents are opened or closed on all sides.
 - If closed, show exits and entrances, plus lighting and ventilation needs.
- Provide manufacturer's detail of certificate of flame retardant for material being used.
- Illustrate tables and chairs, (state occupancy load for tents) (illustrate seating arrangement for all tents, if applicable)
- Provide all aisle and egress/exit widths.
- Placement of generators and identify value of wattage
- Identify type of fuel used for generator (Diesel fuel only) No refueling on event site during event.
- Fencing, provide linear square footage and identify entrances and exits to access event space, within event footprint

b. A certificate of flame retardant per tent size

c. Schematics of tent (diagram of how tent is assembled)

d. Schematics of stage (diagram of how stage is assembled)

e. Structural Design Drawings that show and depict all structures.

i. **Tents, 150 sq. ft. or larger.** Submit with each tent size, the certificate of flame resistance per tent size and tent schematics (This information is supplied by the tent company) and what will be used to hold tents down. (Sandbags and or water barrels) **Tents 1000 square feet or larger, require a Structural Engineer stamp from a Structural Engineer licensed and certified by the District of Columbia** before submitting schematics to the **Department of Building**. Stamp should not be older than 6 months from the day of submission of the permit.

ii. **Stages** Submit the schematics to show how the stage is assembled for the entire setup, provide railings on all 3 sides, 36 feet around the stage and provide a set of stairs on both sides of the stage for egress. The manufacturer's instruction manual for assembly, should also be included with submission. Provide photo(s) of the stage being used during the event from the company you are renting from. **If the stage is 1000 square feet or better, a Structural Engineer licensed in the District of Columbia** is required to review, stamp and approve schematic drawing of stage assembly, before submitting application to the **Department of Building**. The stamp should be placed on schematic drawings not on a letter from vendor providing the stage. **Structural**

engineer stamp, should not be older than 6 months from date of review for permitting, and stamp should state **District of Columbia**, with signature from **licensed Structural Engineer**. Stages less than 18” high do not require a permit. **All mobile stages require a Structural Engineer stamp by a certified Structural Engineer licensed in the District of Columbia.** The stamp should be placed on the schematics for the stage (diagram that shows how stage is assembled), as stated previously.

- iii. **Fences** Provide photo(s) from company you are leasing fence from. Include specifications and how the fence is assembled, from manufacturer. In some cases, provide what will be used to hold fence down. Stakes are not allowed for use in public space.
- iv. **Generators** Diesel fuel only; no refueling on site; Electrical permits are required for all generators. Please provide specifications and photos of the generator used.
 - 1. If not using generators for power during the event, but will use some source of power from a building or nearby property that is not your own, include a letter of permission from the owner. This would include an extension cord that may be used to plug in to a building outdoors.
- v. **Bleachers**, Provide occupancy load, diagram of assembly of bleachers, dimensions and picture. (Must show wheelchair accessibility). **Structural Engineer licensed in the District of Columbia must review, stamp and approve schematics assembly of bleachers, no older than 6 months old**, before submitting a building permit application to the Department of Building. Include the manufacturer’s manual, for the assembly of bleachers from the vendor leasing the bleachers to the event and contact information.

*****Documents should be uploaded as follows*****

- i. Drawings Folder
 - 1. Site plan showing the location and dimensions of all tents/generators/stages
 - 2. Specifications and Dimensions for tents/generators/stages
- ii. Supporting Documents
 - 1. Professional Engineer Stamps
 - 2. Certificate of Flame Resistance

Note:

An **electrical permit** is required for 5KW and up, for generator(s). An electrical permit application must be filed by a **DC licensed, Master Electrician** that you must acquire. A tent permit number is required upon request associated with file job, if applicable, for assembly of tents and or stages. **Permit for temporary structures must be in Issuance status before Master Electrician can apply, as you will need tent permit number.**