



FABS

Fire and
Building Safety

Building Safety Team

University of California, Merced
5200 N. Lake Rd.
Merced, CA 95343

SPECIAL EVENT BUILDING PERMIT & GUIDELINE

Do I Need a Building Permit for My Event?

A building permit is required if your event has portable structures, pre-fabricated structures, or site-built structures such as LED walls, light and sound towers or overhead structures that support the AV system with a center of mass over 48" above the ground, stages/elevated platforms (over 120 square feet, and more than 24" above the ground), shade structures, bleachers, tent structures over 400 square feet, and when the event uses temporary wiring for electrical power or lighting.

Work exempt from permit*:

1. Temporary structures that are less than 120 square feet, no more than 24" above the ground, used by ten or fewer persons, have no electrical wiring and will not have any overhead elements such as a roof, backdrop, or sound and lighting supports, do not require building permits.

*Work exempt from building permit shall still comply with the current building codes and any other laws or regulations of the University.

Permit Application Submission Requirements:

1. Twenty (20) days before the event, applicants should submit a special event permit application to FABS.
Submit two (2) full-size, 24"x36" (11"x17" is acceptable if the information on the plan is legible) scaled plans plus two sets of support documents. The submittal package should have the following information:
 - A. Project description & scope of work, including the event duration.
 - B. A detailed and dimensioned site and floor plans. The site/floor plan should show occupancy load, means of egress, seating capacity, seating arrangement, toilets, hand sinks, and drinking fountains.
 - C. Provide an analysis of the number of accessible seats required. Show wheelchair space, companion seats, semi-ambulant seats and accessible routes that are level, stable, firm, and slip-resistant to exits/entrances, service areas, restrooms, accessible parking stalls, and adjacent facilities.
 - D. Provide analyses of structural stabilities, including but not limited to codes and references, design loads, foundation & structural framing plans and specifications, connection details, other engineering drawings and calculations, implementation and



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- operation procedures, and high-wind action plans. High-wind action plans are to be monitored and implemented by event support staff.
- E. The construction documents shall also include product cut sheets. Please highlight components and installation instructions that apply to the event. For example, guardrails around the stage, handrails on both sides of the stairs, and cross-bracing under the raised platform.
 - F. Show the location and type of generator, electrical equipment, and any temporary HVAC system. Provide product information. A single-line diagram is required if power is provided from an existing tap box, panel, or other power sources. Show generator grounding and bonding requirements if applicable.
 - G. Provide stage lighting and speaker information. If lights and speakers are mounted on towers with a center of gravity greater than 48" above the ground, provide light and speaker fixture weights and show how the towers are secured or weighted down.
 - H. Sufficient weights or anchors should be provided on each corner of the canopy/inflatable and properly secured per the manufacturer's recommendation. Personnel should monitor wind conditions and be prepared for strong gusts. Use the canopy/inflatable manufacturer's wind rating as a reference. If high winds are expected, do not use canopies/inflatables.
 - I. Weights and guy wires for canopies/inflatables should either be out of pedestrian pathways or have a detectable barrier or element as a warning device. If anchors are longer than 12 inches, call 811 before driving anchors into the ground to prevent damage to underground utilities and electrical hazards.
 - J. Show the number of standard and accessible toilets, urinals, sinks, and drinking fountains that meet code requirements.
2. Submittal should have the current architect's and engineer's stamp, signature date, and registration number on all plans and cover sheets of calculations.
 3. Our goal is to review all submittals within 20 business days. Applications submitted after 12:00 PM will be date stamped for the following business day.

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1. When your submittal package is approved, a permit will be issued, and you will receive a copy of the approved documents and your permit.

Inspection:

1. Inspection requests must be submitted to FABS at least 48 hours prior to the event.
2. Ensure the event is fully set up and ready for inspection.
3. The inspector should be accompanied by the project manager or the event organizer, and the approved documents and permit should be available for the inspector on-site.

Other information:

1. If the stage is used by the performer, DJ, and designated staff only, an accessible ramp is not required. If stairs are provided, stair risers and treads shall be of uniform size and shape. Stair handrails should be on both sides of the stairs.
2. All fire extinguishers shall be accessible.
3. All required exit and exit routes shall not be blocked and are accessible.
4. Use weather-resistant extension cords for outdoor use. For 100', use a 14-gauge cord for 11-13 amps; use a 12-gauge cord for 14-15 amps. Where cords are placed across roadways or walkways, cords should be protected with floor cord covers. Any damaged cords are not permitted.
5. Personnel should be assigned to oversee accessibility compliance and ADA accommodation during the event.

You can find this document posted on our Fire and Building Website under Forms and Guidelines.
<https://fabs.ucmerced.edu/forms-and-guidelines>

If you have additional questions, please contact us at fabs@ucmerced.edu