

## **TEMPORARY STRUCTURES ON CAMPUS (INCLUDING TENTS)**

### **OBJECTIVE**

To ensure compliance with the provisions of the Florida Building Code (FBC) Section 3103, Temporary Construction and the National Fire Prevention Association (NFPA), Life Safety Code (LSC) 101, Section 11.11 Tents, temporary structures greater than 120 square feet (S.F.) shall be permitted prior to installation. A temporary structure is defined as a structure erected for 180 days or less. Any structure erected longer than 180 days is defined as a structure must comply with the requirements of the FBC. A tent greater than 120 S.F. is considered a temporary structure.

### **POLICY**

In order to ensure compliance with the requirements of temporary structures greater than 120 S.F., a permit is required to be obtained prior to the installation of the structure. A permit may be obtained by applying for a permit through the University's Building Code Administration (BCA) which is part of Safety Services. The permit application may be obtained at [http:// https://floridapoly.edu/facilities-safety-services/building-code-admin.php](http://https://floridapoly.edu/facilities-safety-services/building-code-admin.php)

### **AUTHORITY**

Building Code Administration has been assigned to enforce the provisions of FBC Section 3103 and NFPA 101 Section 11.11.

### **RESPONSIBILITIES**

#### **Faculty, Students, Staff, and Contractors**

Faculty, students, staff and contractors wishing to erect temporary structures, including tents, for a period of less than 180 days, must first obtain a permit from Safety Services Building Code Administration.

The applicant must complete the temporary structure building permit application and include a site plan that indicates the location of the structure, distance from buildings (if located within 25 feet of any structure), occupant loads and means of egress.

If tents are not to be staked, a minimum of 10' between stake wires must be maintained.

All tents must be constructed of flame-retardant material.

If the structure has enclosed sides, exit signs will be required above all designated exits. Egress requirements must comply with the FBC & NFPA LSC.

Temporary structures greater than 1,000 S.F. or any structure regardless of size that has open flame devices, must possess 2-A:10-B:C type extinguisher(s). The extinguisher must have a current inspection tag from a licensed Florida fire equipment dealer. A sufficient number of extinguishers shall be available such that the travel distance to the extinguisher does not exceed 75'.

Temporary structures shall not be erected such that they block any egress or mechanical room doors from any building, fire lanes, fire hydrants, fire department connections and/or any other appurtenance determined to be critical to the operation of the building during normal or emergency conditions.

After issuance of the permit and erection of the temporary structure, the “contractor” shall call for inspection through an [Inspection Request Form](#).

Failure to obtain a permit may result in removal of the temporary structure by the structure owner and denial of future temporary structure permits.

Generators and other internal combustion power sources shall be separated from the temporary structure by a minimum of 5’. Fuel tanks shall be of sufficient capacity for the duration of the event. Refueling shall only be conducted when not in use. All generators must have 2-A:10-B:C type extinguishers. The extinguisher must have a current inspection tag from a licensed Florida fire equipment dealer.

Erection of the temporary structure shall not begin earlier than 48 hours prior to the event without written permission. At the conclusion of the event, the temporary structure shall be removed promptly. Under no circumstances shall the temporary structure remain in place longer than 24 hours after the conclusion of the event. Clean up of the site and restoration to original state of all grounds is the responsibility of the sponsoring organization and contractor.

Obtaining a permit does not relieve the sponsoring organization and contractor from obtaining permission via our Event Management System (EMS).

Student organizations may obtain information about event requests at:

<https://events.floridapoly.edu/EmsWebApp/>

## **BUILDING CODE ADMINISTRATION**

BCA will:

- review all applications for temporary structures after receipt of the permit application, construction/site plans, and payment of fees (credit card or check only);
- issue a permit based on the application or reject the permit application and provide reasons for rejection in a timely manner;
- inspect the structure to verify compliance with the submitted site plan after issuance of the permit and structure erection but prior to occupancy;
- direct the event staff to remove or relocate the structure for structures erected without proper permitting and approval.

## **FEES**

Fees for erection of temporary structures are not currently being charged for plans review and permit issuance. Failure to obtain a permit may result in denial of future temporary structure permits.