



SYRACUSE FIRE DEPARTMENT

CITY OF SYRACUSE, MAYOR BEN WALSH

TEMPORARY SPECIAL EVENT STRUCTURE PERMIT REQUIREMENTS

Purpose

The intent of this guideline is to provide the minimum standards needed to obtain a permit to erect a temporary special event structure.

Scope

This guideline shall apply to temporary special event structures having an area in excess 400 square feet. The requirements are from the 2020 FCNYS Chapter 31.

Temporary special event structures in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining approval and a permit from the fire code official and the building official per FCNYS §3105.2.

A permit shall be required as set forth in Sections 105.2 and 105.6 of the 2020 Fire Code of New York State (FCNYS).

Temporary special event structures erected in accordance with ANSI E1.21 shall not be erected for a period of more than six consecutive weeks per FCNYS §3105.4.

Definitions

TEMPORARY SPECIAL EVENT STRUCTURE Any temporary ground-supported structure, platform, stage, stage scaffolding or rigging, canopy, tower supporting audio or visual effects equipment or similar structures not regulated within the scope of the Building Code of New York State.

Required Documentation

The following documents, per FCNYS §3105.5 shall be submitted to the fire code official and the building official for review before a permit is approved:

Construction documents: Construction documents shall be prepared by a registered design professional in accordance with the Building Code of New York State and ANSI E1.21 where applicable. Construction documents shall include:

Michael J. Monds
Chief of Fire

Daniel Downes
First Deputy Chief

Richard Kisselstein
Executive Deputy Chief

Deputy Chiefs

Elton Davis

John Kane

James Farewell

Zachary Smith

Leonard Danielewicz

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- A summary sheet showing the building code used, design criteria, loads and support reactions.
- Detailed construction and installation drawings.
- Design calculations.
- Operating limits of the structure explicitly outlined by the registered design professional including environmental conditions and physical forces.
- Effects of additive elements such as video walls, supported scenery, audio equipment, vertical and horizontal coverings.
- Means for adequate stability including specific requirements for guying and cross bracing, ground anchors or ballast for different ground conditions.

Designation of responsible party: The owner of the temporary special event structure shall designate in writing a person to have responsibility for the temporary special event structure on the site. The designated person shall have sufficient knowledge of the construction documents, manufacturer's recommendations and operations plan to make judgments regarding the structure's safety and to coordinate with the fire code official.

Operations plan: The operations plan shall reflect manufacturer's operational guidelines, procedures for environmental monitoring and actions to be taken under specified conditions consistent with the construction documents.

Inspections

Inspections shall comply with Section 105 and Sections 3105.6.1 and 3105.6.2 of the FCNYS.

The owner of a temporary special event structure shall employ a qualified, independent approved agency or individual to inspect the installation of a temporary special event structure per FCNYS §3105.6.1.

The inspecting agency or individual shall furnish an inspection report to the fire code official. The inspection report shall indicate that the temporary special event structure was inspected and was or was not installed in accordance with the approved construction documents. Discrepancies shall be brought to the immediate attention of the installer for correction. Where any discrepancy is not corrected, it shall be brought to the attention of the fire code official and the designated responsible party per FCNYS §3105.6.2.

Means of Egress

The means of egress for temporary special event structures shall comply with Chapter 10 of the BCNYS.

Location

Temporary special event structure shall be located a distance from property lines and buildings to accommodate distances indicated in the construction drawings for guy wires, cross-bracing, ground anchors or ballast. Location shall not interfere with egress from a building or encroach on fire apparatus access roads per FCNYS §3105.8.

Structure shall not block fire lanes, fire hydrants, or other fire protection devices and equipment.

Portable Fire Extinguishers

Portable fire extinguishers shall be provided as required by FCNYS §906.

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Syracuse Fire Department
Fire Prevention Bureau

