

# Temporary Structures Checklist

## Introduction

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**Platforms, Stages, Bleachers and Tents** larger than 400 square feet (enclosed) and **Canopies** larger than 700 square feet (no sidewalls), shall be permitted, using [Clemson's Renovation Permit Form](#), as required by the International Building Code (IBC), the International Fire Code (IFC), and the National Electrical Code (NEC) as adopted by the [Office of State Engineer](#).

Clemson University is committed to providing access to all facilities and programs in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Access to programs as well as alterations or changes to physical features to accommodate staff and guest will be required.

The event organizer will be responsible for restitution of any damage resulting from the temporary structure.

## Application Procedure

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Include in [Permit Application](#). Drawings or other information may be in an uploaded file.

1. Provide a description of the function or activity to take place.
2. Provide a site plan indicating the location of all temporary structures and their dimensions.
3. Indicate distances to property lines, fire lanes, access roads, public ways, cooking stations, parked vehicles, other temporary structures, and buildings. When applicable, specify any grades greater than two percent slope and the accessible route to the public way. If inside, show the building location, room location, and room identification.
4. Provide a floor plan indicating means of egress, aisles, exits, guards, handrails, furnishings, occupant load, fire extinguishers and other equipment such as heating and electrical devices.
5. Show any lighting, egress lighting, camera, podium, electronic display panels or PA equipment on the site plan.
6. Indicate the method of tie-down/anchorage for temporary structures including all loads. Provide details of anchorage.
7. If outside, specify your **Wind action plan**.

# General Guidelines on Installations

## Check Each Bullet Point

- Has a permit been obtained from Clemson University?
- Is a detailed seating plan/drawing provided that includes aisles, equipment locations and measurements?
- Was the tent installed according to manufacturer's specifications?
- Are all aisle widths at least 44 inches and the means of egress clear?
- Is a minimum of two exits provided when occupancy is over 49?  N/A
- Are exit signs and egress lighting provided when occupancy is over 49?  N/A
- Does the tent and program meet current ADA requirements?
- Is a Wind Action plan provided and available?
- Is smoking prohibited and "No Smoking" signs posted?
- Is the structure at least 20' from any other structures, lot lines, fire lanes, fire hydrants, parked vehicles, generators or other internal combustion engines, cooking appliances and fuels, and/or any other appurtenance determined to be critical to the operation of the building? *(Measured from the guy wire posts out. This includes blocked egress &/or blocked fire hydrants, fire dept. connections, fire lanes, etc.)*
- Is the structure adequately anchored as well as properly braced or secured to the ground to prevent collapse or rollover during high winds per manufacturers guidelines? *\*(the structure must be able to withstand the elements).*
- Has permission from the [Clemson Surveyor](#) been requested at least 7 days in advance for use of tent stakes and approved the use of stakes/guy wire at each post?  N/A
- Do all guy wire posts and tent stakes have protective caps and flagging?
- Are all open flames at least 20' from this or other structures?
- Are all combustibles materials maintained at least 30' from the structure? *(Measured from the guy wire posts out)*
- Are all **decorative materials** in the tent such as hay, straw, shavings, and pomp treated with an approved flame retardant?

- Is the tent fire retardant with the rating permanently attached by label bearing the fabric identification and showing flame retardant material meeting the provisions of fire propagation performance criteria in NFPA 701 and the manufacturer's test protocol? *\*(see label on tent for verification).*
- Are all side flaps non-combustible and labeled as required? *(No polyethylene)*
- Is a minimum 5 lb. All-Purpose Fire Extinguisher provided at the entrance/exit? *\*(additional fire extinguishers may be required by Fire Code Official).*
- Are heating or cooking appliances being used? *(If N/A skip section below)*  N/A
- Are outside cooking operations at least 20' away from any tent?
- Is a Fire Extinguisher provided at every cooking area?
- Are fuel tanks at least 20' from any structure and secured upright? *(This includes gas, fuel, and charcoal)*
- Are generators located and isolated at least 20' from the structure with sufficient fuel available to not require refueling during the event or if required during the event, the generator can be turned off until refueling takes place? If needed, if grounding for the generator provided?
- Are all LP-gas containers located outside the structure in an approved location at least 20' from and the safety release valves pointed away from the structure?
- Are all electric connections elevated from the ground, and trip hazards protected with an approved cover, labeled, and visible and all wiring complying with NFPA 70 (NEC)?
- Depending upon the scope, construction and/or erection documents, has the building official required signed and stamped drawings by a registered SC Architect and/or Professional Engineer?  N/A

## Inspection Procedure

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Please call [Building Codes](#) for an inspection as soon as practical before the event. If fire and life safety violations are found, the responsible person will be given the opportunity for compliance. Failure to adhere to these requirements may result in closure of the respective operation. It shall be the responsibility of the event organizer to ensure that vendors are aware of these regulations.

# Definitions

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**Alterations:** Any construction or renovation to an existing structure other than a repair or addition.

**Bleachers:** Tiered seating or grandstands

**Canopy:** A ground-supported membrane-covered frame structure used to cover stage areas and support equipment in the production of outdoor entertainment events.

**Decorative Materials:** All materials applied over the building interior finish for decorative, acoustical, or other effect including, but not limited to, pomp, curtains, draperies, fabrics, streamers, bulletin boards, artwork, posters, photographs, paintings, batting, cloth, cotton, hay, stalks, straw, vines, leaves, trees, moss and similar items, foam plastics and materials containing foam plastics.

**Platform:** A raised area used for worship, the presentation of music, plays or other entertainment; the head table for special guests; the raised area for lecturers and speakers; boxing and wrestling rings; theater-in-the-round stages; decks and similar purposes.

**Stage:** A raised area used for entertainment, deliberation, worship, amusement, ceremonies, or similar uses sometimes utilizing overhead lighting, hanging curtains, drops, hanging speakers, hanging scrim, hanging scenery or roof structure.

**Wind Action Plan:** A set strategy for how to handle certain wind-speed actions during an event. An example of this should include:

- Designate a responsible person to monitor weather.
- Monitor National Weather Service and prepare for action if a severe weather alert is announced, dark clouds are approaching, or lightning is nearby.
- Place an anemometer on the structure to determine wind speed.
- If wind speeds exceed 20 mph, alert event staff to a possible evacuation.
- If wind speeds exceed 35 mph, all hanging equipment and stage covers shall be dropped to the ground and secured. All show and event operations should cease, and the structure evacuated.
- If wind speeds exceed 50 mph, the venue should be closed, and all participants and event staff should seek shelter at a predetermined location.

Please direct any questions to the [Renovations and Permits / Building Codes Staff](#).

Revised: August 20, 2021