



**CITY OF SANTA CLARITA**  
**BUILDING & SAFETY DIVISION**  
23920 Valencia Boulevard, Suite 140  
Santa Clarita, CA 91355 (661) 255-4935

## Requirements for Special Events

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Description: \_\_\_\_\_

Review the requirements below and identify any that apply to the event:

- Structures: Trusses or other free-standing structures over 8 feet in height**
  - Provide complete drawings for each structure (framing plan, connections, bracing, etc.).
  - Upon review of the drawings, Building & Safety may require structural engineering.
  - Trailers and other structures on wheels are exempt from building permit.
- Stages/Platforms over 30" in height**
  - Provide detailed construction drawings for stage/platform. If stage/platform is prefabricated, provide manufacturer's installation instructions.
  - Provide complete drawings for stairs, handrails, and ramps (as applicable).
  - Show guardrail locations and provide details. Guardrails are not required on the audience side of the stage, or at steps leading up to the stage (CBC 1015.2).
  - Disabled access requirements. Performance areas including stages are required to be accessible by ramp, elevator, or platform lift (CBC 11B-206.2.6, 11B-206.7.1). Accessibility is required whether the stage is temporary or not (CBC 11B-201.3). A portable platform lift is permitted.
- Tents**
  - Individual, temporary open-sided tents that do not exceed 500 sf, and all other that do not exceed 300 sf do not need a permit. Notwithstanding, all such structures shall be adequately anchored to resist local wind forces. Tents that exceed this limit require a permit.
  - Tents larger than the numbers above and under 4,500 sq. ft. require a permit, a floor plan, a tent staking plan and details showing how the rope is tied to the stakes (see tent handout).
  - Tents greater than 4,500 sq. ft. or with an occupant load that exceeds 300 people will require full structural drawings and structural engineering. The stamp and signature by a California Licensed Civil or Structural Engineer is required on all sheets of plans and the first sheet of calculations.
- Restrooms (permanent/portable)**
  - All special events shall have restrooms available. When restrooms are not nearby, portable toilet and wash stations shall be made available.
  - When portable toilets are provided, 5% of all toilets (but not less than one) in each cluster shall be accessible to the disabled. Accessible toilets shall be identified by the International Symbol of Accessibility (CBC 11B-213.2, Exception 3).
- Electrical**
  - Generator location(s). Generators shall comply with Electrical Code Articles 250.34, 445, and 525 and shall be installed and operated per the manufacturer's requirements.
  - Electrical cables shall be kept to a minimum and rated for heavy duty usage.
  - Cords and cables shall be protected and properly covered.

**Site Plan**

A site plan is required for all events. The site plan shall include all the applicable items checked above along with the following information:

- The use of each area (i.e. “dining” or “assembly”), and the number of occupants for each area
- Exit paths, ramps, stairways, fencing/barricades, doors, doorways, gates and signage
- Parking (including parking for the disabled)
- Any other elements which may affect the safety or accessibility of the event

Upon review of the plans by the city plans examiner, further information may be required.

**Clearances from City and L.A. County Agencies**

**The following clearances will be required prior to issuance of a building permit:**

- L.A. County Fire Prevention
- City of Santa Clarita Planning
- City of Santa Clarita Parks, Recreation and Community Services (when using a city park or facility)

**Food Sales or Service:**

Food sales or service (including food booths, trucks, and carts) shall be approval by the L.A. County Health Department. For Health Department permits please contact the district office at: (661) 287-7000.

**Inspections:**

Prior to the start of the event a final approval by a City Building Inspector shall be obtained for all events that require a building permit. Building inspections should be scheduled at least 24 hours before the event to allow time to resolve any deficiencies which may be identified by the Building Inspector. It is the responsibility of the applicant to schedule inspections.

Building & Safety provides next-day inspection services on weekdays. Weekend inspections must be scheduled a minimum of one week prior to the event. An additional fee will apply for weekend inspections. The permit packet has more information regarding scheduling the inspection.

An inspection of the event by a Los Angeles County Fire Prevention inspector may also be required. Refer to the L.A. County Fire stamp on the approved plans for Fire Department requirements.

**Additional Information:**

Please allow 30 days in advance of the event to complete the plan review and obtain agency clearances. Elements which do not require a building permit are not necessarily exempt from Building Code requirements. It is the responsibility of the applicant and installer to identify any elements which must comply with the codes and to ensure these elements are safe and in compliance prior to the start of the event.

**NOTE:**

Not all rooftops of buildings or the top floors of parking structures are designed to be used for events. Please check the building permits on record with Building & Safety to clarify the use of these spaces. If not originally designed for this use, the event coordinator may need to hire a licensed professional to prepare plans and structural calculations to justify the use and additional loading on the rooftop / upper floor. These plans and calculations will need to be reviewed and approved by Building & Safety Division prior to any installation for the event.

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**I have read the requirements above, and I understand my responsibilities as the permit applicant.**

**Applicant Name:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_