



TEMPORARY STRUCTURE APPLICATION

City of Columbia
 208 S. Rapp Ave.
 Columbia, IL 62236
 618.281.7144 x 105

Permit # _____

Instructions to Applicant: This application is made pursuant to the provisions of Chapter 15.05 of the Municipal Code of the City of Columbia, Illinois which regulates the temporary erection and use of tents, canopies, and similar membrane structures. (See page 3 & 4 Guidelines.)

1. Please complete this application in its entirety and submitted to the Clerk's Office.
2. A site plan and floor plan must accompany this application.
3. The manufacturer's proof/certification of flame spread/fire proofing and wind ratings must accompany this application.

APPLICANT / PROPERTY OWNER INFORMATION

Name:	
<i>(If applicable)</i> Business Name:	
Street Address:	Columbia, IL 62236
Business / Cell #:	
Email Address:	

PERMIT INFORMATION

Type A: Short-Term, 0-30 Day Permit (\$50.00 Fee)	Type B: Long-Term, 31-180 Day Permit (\$100.00 Fee)
Name or Type of Event:	
Address of Temporary Structure:	
Date/s of Event:	
Zoning District:	

TEMPORARY STRUCTURE LOGISTICS

Company Installing Temporary Structure:	
Contact Person:	
Business / Cell #:	
E-mail Address:	
Set Up Date:	
Take Down Date:	
Estimated Attendance # Per Day:	
Estimated Attendance # Total:	

TEMPORARY STRUCTURE LOGISTICS (Cont.)

Structure will be erected on:

Residential Property

Commercial Property

Public Property

Other

Will there be a cooking or heating source under the temporary structure? **Yes** **No**

If yes, what type:

Deep Frying

Solid Fuel (Charcoal/Wood)

Propane / Natural Gas

Electrical Appliance

NUMBER OF TEMPORARY STRUCTURES

<u>Temporary Structure 1</u>	<u>Temporary Structure 2</u>	<u>Temporary Structure 3</u>
Size: _____ S.F.	Size: _____ S.F.	Size: _____ S.F.
Type: Tent	Type: Tent	Type: Tent
Canopy	Canopy	Canopy
Membrane Structure	Membrane Structure	Membrane Structure

Temporary structure site and floor plan with measurements is attached. **Yes** **No**

Manufacturer's proof/certification of flame spread/fire proofing and wind ratings is attached. **Yes** **No**

Applicant Signature

Date

(Staff use below):

Approved by: Building Inspector

Date

Approved by: Director of Community Development

Date

<i>Permit Fee:</i>	<i>Date Paid:</i>	<i>Cash:</i>	<i>Check #:</i>
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Temporary Structure Guidelines

Definitions

Canopy: A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

Membrane Structure: An air-inflated, air-supported, cable or frame-covered structure as defined by the *International Building Code* and not otherwise defined as a tent or canopy.

Temporary Structure: Any tent, canopy or membrane structure neither intended as a permanent installation nor constructed on a permanent foundation and framework.

Tent: Any structure, enclosure or shelter, other than a canopy, constructed of fabric or pliable material supported by any manner except by air or the contents it protects.

Permit Applicability

- Individual tents and membrane structures greater than 400 square feet.
- Individual canopies greater than 700 square feet.
- Groupings of multiple temporary structures having an aggregate area in excess of the above listed size thresholds.
- All temporary structures must comply with the 2006 *International Building Code*.

Exemptions

- Temporary structures for events occurring in single-family residential zoning districts.
- Funeral tents and canopies.
- Tents used exclusively for recreational camping purposes.

Procedural Timeline

- Applications must be submitted at least 14 days prior to structure installation.
- Structures must be erected at least 1 day, but no longer than 3 days prior to the event date.
- Call the Building & Zoning Department at (618) 281-7144 ext. 105 at least 2 days prior to the event date to schedule the occupancy inspection. No temporary structure may be used for any purpose until an occupancy permit has been issued.
- Structures must be removed within 3 days of permit expiration.

Permit Types

- **Type A Permit:** Short-term temporary structure permits issued for the duration of a special event, business need, or emergency for a period not to exceed thirty (30) consecutive days, up to a maximum of sixty (60) days per year per property parcel.
- **Type B Permit:** Long-term temporary structure permits may be issued for up to one-hundred eighty (180) consecutive days subject to the following:
 - May only be issued for structures in commercial and industrial zoning districts, with the exception of C-1 Neighborhood Business districts.
 - The applicant must submit a statement demonstrating a clear and compelling business or emergency need for the temporary structure.
 - City Council approval is required.

Site & Floor Plan Requirements

The following information **must** be shown on the Site & Floor Plan(s).

- North arrow (oriented up preferred) and scale.
- Location address.
- Location of the temporary structure(s), existing structures and fixed objects on the same property parcel with distances to the temporary structure.
- Property parcel boundary lines with distances to the temporary structure.
- Existing fire hydrants.
- Points of egress and location of emergency egress lighting.
- Exit paths with distances.
- Fire extinguisher locations.
- Electrical equipment and generators including wiring methods.
- Location of cooking appliances and heating sources.
- Furniture layout.
- Linear dimensions shall be shown in feet and inches.
- Site & Floor Plans may be part of the same drawing or submitted as separate drawings.