



WEST HOLLYWOOD

8300 Santa Monica Boulevard West Hollywood, CA 90069-6216

Building & Safety Division
tel 323.848.6475 fax 323.848.6569

SPECIAL EVENTS

The following information is required to obtain Building and Safety approval and permits for a Special Event in the City of West Hollywood. To help ensure permits are received in time for your event, please make sure to apply for the appropriate building and/or trade permit(s) at least 15 business days prior to the event. All events require approval from the Special Events Division prior to obtaining any permits:

A complete sets of plans and supporting documents are required to be submitted and, when required by the State Business and Professions Code, shall be wet-stamped and signed by a California-licensed architect or registered engineer.

ALL STRUCTURES REQUIRING CALCULATIONS BY A LICENSED ENGINEER SHALL COMPLY WITH THE MINIMUM DESIGN REQUIREMENTS OF THE ASCE 7-16 AND 2022 CALIFORNIA BUILDING CODE.

TENTS¹

Tents structure greater than 120 sf. and less than or equal to 1500 sf. shall comply with the following:

- Provide site plan showing location of tent
- Fire Department approval is required
- Provide anchorage information for tent

Tent Structures over 1500 sf. or tents to be placed on top of structures (i.e. roof tops) shall require the following in addition to the items noted above:

- Structural drawings and calculations for tent structure
- Provide anchorage details and calculations to verify that structure can resist seismic/wind loads
- All plans, details, and calculations to be stamped and signed by a licensed Engineer

NOTE: Tents that are 120 sf. or less do not require building permits

STAGES & PLATFORMS

- A Permit is required for temporary stages over 30" in height and structures used to cover pools. (Permits may also be required in other instances, please verify with Plan Check Engineer)
- Provide a site plan showing location of stage/platform
- Provide capacity loading information from manufacturer
- Provide code complaint access such as stairs, handrails and guards.
- Fire Department approval is required

EQUIPMENT SUPPORT STRUCTURES

- Provide site plans showing location of structure
- Fire Department approval is required
- Structural plans and calculations are required to determine adequacy of structure to support equipment and resist wind/seismic loads
- Provide anchorage details and calculations to verify that structure can resist seismic/wind loads
- All plans, details and calculations to be stamped and signed by licensed Engineer

GENERATORS

- Provide site plan showing the location of generator(s)
- Electrical permit is required for all generators that have a distribution panel.
- Permit must be obtained by a Licensed Contractor or an authorized agent.

ALL OTHER STRUCTURES

- Please see Plan Check Engineer for requirements for all other structures not listed above. Additional information may be required

¹ **SEE REVERSE SIDE FOR TENTS AND CANOPIES OVER 1500 SF.**

*** PERMITS MAY ONLY BE OBTAINED BY A STATE LICENSED CONTRACTOR (OR AUTHORIZED AGENT) AND PROOF OF WORKER'S COMP. MUST BE PROVIDED.**

*** AUTHORIZED AGENTS MUST PROVIDE A NOTARIZED LETTER AUTHORIZING THE INDIVIDUAL TO OBTAIN PERMITS ON BEHALF OF THE LICENSE HOLDER.**

*** PLEASE ALLOW AT LEAST 15 BUSINESS DAYS TO OBTAIN PERMITS. ALL SPECIAL EVENTS REQUIRE PLAN REVIEW BY A PLAN CHECK ENGINEER, AND INSPECTION BY A BUILDING INSPECTOR. PLAN CHECK ENGINEERS ARE AVAILABLE FROM 8AM TO 12PM DURING REGULAR CITY HALL BUSINESS HOURS.**



FOR TENT CANOPY STRUCTURES GREATER THAN 1500SF

- Include square footage of tent structure(s) on plans and calculations.
- Wind speed may be determined as indicated below:
 - 1) **ASCE 7-16:** Minimum 95 mph wind speed and load combinations provided within ASCE 7-16.

OR

- 2) **ANSI E1.21-2013:** PERMITTED FOR TENT STRUCTURES THAT ARE 3000 SF OR LESS ONLY.

If utilizing this method include the following information in design per the standard:

- a) Reduction in wind speed is permitted to be 0.75 times the basic wind speed of ASCE 7-16. No further reduction in wind speed is permitted.
- b) Provisions of section 3.5.2.5 for a reduced wind speed is not permitted.
- c) When utilizing wind load combinations of ASCE 7-16, wind loads shall not be multiplied by a factor less than 1.0. (Section 3.2.6)
- d) For all load combinations and stability calculations a minimum design safety factor of 1.5 shall be applied against overturning and sliding (Section 3.5.3.4).