



TEMPORARY SPECIAL EVENT STRUCTURE APPLICATION

Building and Site Information			
Project address:			
Map & tax lot #:			
Building/Property Owner:		Owner phone:	
Building/Property Owner address:			
City:	State:	Zip code:	
Tenant/Business name:		Tenant phone:	
Event Description		Date/Date Range of Event:	
Describe event:			
Structure Information			
Structure Dimensions:	feet X	feet	Total Square Feet: Height:
Structure Description:			
Will there be any electrical heating, or cooking equipment in/on the structure: YES NO			
If yes, please explain:			
Designated Responsible Party(ies): Qualified, responsible person(s) to be present on site for the whole period of the installation, use, and dismantling of the structure.			
Name:		Phone:	
Name:		Phone:	
Name:		Phone:	
Applicant Information			
Name:		Phone:	
Address:			
City:	State:	Zip Code:	
E-mail:			
Signature:		Date:	
Required Submittals See next page for more details.			
<p>An application for permit should include:</p> <ul style="list-style-type: none"> • Site Plan • Operations Management Plan (OMP) <p>Additional submittal requirements for structures >1,000 square feet in area or >25 feet in height</p> <ul style="list-style-type: none"> • Summary Sheet • Detailed Construction and Installation Drawings • Design Calculations • Operating Limits • Means for Adequate Stability 			

Definition: A temporary special event structure is any ground supported structure, platform, stage, stage scaffolding or rigging, canopy, tower or similar structure supporting entertainment-related equipment or signage, that is erected for a period of six weeks or less.

Note: Tents and other membrane structures erected for a period of 180 days or less are regulated by the Eugene Springfield Fire Marshal's office. Permit requirements can be found at <https://www.eugene-or.gov/364/Permit-Requirements> or by calling 541-682-5411.

General Requirements

Temporary special event structures shall comply with Section 3113 of the 2022 Oregon Structural Specialty Code, and the applicable requirement of the Eugene Code, 1971.

Temporary special event structures exceeding 400 square feet shall not be erected without first obtaining a building permit.

Permit Application

Permit applications must be submitted online at least 10 business days prior to the event.

Permit application forms and submittal information is available on the City's website at <https://www.eugene-or.gov/864/Applications-and-Checklists>.

Designation of Responsible Party

The applicant shall designate in writing the person who will have responsibility for the temporary special event structure on the site. The designated person shall have sufficient knowledge of the construction documents and Operations Management Plan (OMP) to make judgements and take actions regarding the structure's safety.

Required Construction Documents

The following documents shall be submitted with the permit application for review and approval before a permit is issued:

- *Site plan* or aerial photo clearly showing proposed location of the temporary structure.
- *Operations Management Plan (OMP)* in accordance with OSSC 3113.4(3) and ANSI E1.21-2020. This must include, but is not limited to:
 - Qualified, responsible person(s) to be present on site for the whole period of the installation, use, and dismantling of the structure.

- Monitoring of weather conditions, including wind speed.
- Mitigating actions to be taken when weather assessment indicates high winds, lightning, or other severe conditions, to make the area around the structure safe.

Additional submittal requirements for structures >1,000 square feet in area or >25 feet in height

Construction documents shall be prepared by an Oregon registered design professional in accordance with the Oregon Structural Specialty Code and ANSI E1.21 where applicable. Construction documents shall include:

- *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, including environmental conditions and physical forces.
- *Means for adequate stability* including specific requirements for guying and cross-bracing, ground anchors or ballast for different ground conditions.

To Apply

Applications must be submitted online at <https://www.eugene-or.gov/eBuild>

Inspections

Installation of a special event structure is subject to inspection by city inspectors. When inspection(s) is required, the work shall remain accessible and exposed for inspection purposes until approved.

Inspections can be scheduled online by logging into the [eBuild Permit System](#). Inspection outside of normal business hours must be pre-arranged by calling Inspection Support at 541-682-5283.