City of Seattle
Department of Planning and Development (DPD)
Applicant Services Center
700 Fifth Ave., Suite 2000, P.O. Box 34019
Seattle, WA 98124-4019
www.seattle.gov/dpd
206-684-8850

CHECKLIST

Temporary Structure Permit

Project Number: _____

Event Name: _____

Event Address: _____ Event Dates: _____

Type of Structure: _____

Applicant Name: _____

Phone: _____ Fax: _____ E-mail: _____

Temporary Structures applications must include the following documents:

Required   Submitted

Application form. Either an ASC Counter Application form or a Preliminary Application Form will be required depending on the type of project.

A copy of the Fire Department Assembly Permit. Obtain this permit from the Special Events Officer at the Permit Desk, Fire Marshall's Office, 220 3rd Ave S.

Fire Department approval stamp must be on the two plot plans or a verbal confirmation of the permit number directly from SFD Special Events staff.

Two plot plans or floor plans showing the location and dimensions of the temporary structures.

A written statement by the structure owner or manufacturer attesting that they will take responsibility for the structural integrity and installation of the structure. This letter must be written on company letterhead and must include the title of the person signing for the company. If a stage, platform, or bleachers are used for an occupant load of 50 or more people, letter must state load limits in pound per square foot.

Flammability certificate. A letter of certification documenting that the fabric structure is flame retardant.

Other: _____

2013 Permit Fee Payable to the "City of Seattle"

$362.00 Minimum Permit Fee
$ 4.50 Washington State Surcharge

A "Clean-Up Deposit" is required for all projects except those located on Parks Department property. The deposit is generally $500.00 and refundable when the temporary structure is removed and inspected by a Department of Planning and Development building inspector.

A Health Department review is needed if there is a food related use.

Revised: January 2013