

SUBJECT: Tent and Temporary Structure Permit Procedure	Effective Date: 3/28/17	Procedure Number: FS 2014 EHS0011	
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	Responsible Authority: Director, Environmental Health and Safety		

APPLICABILITY/ACCOUNTABILITY:

This procedure applies to any person or vendor involved in erecting a tent or temporary structure on the University of Central Florida properties.

PROCEDURE STATEMENT:

This procedure identifies the permits, authorizations, and inspections required to erect a temporary structure on university properties. Activities conducted without obtaining necessary permits or authorizations are not approved for occupancy, and will be subject to immediate removal. The Environmental Health and Safety (EHS) Building Code Office will be informed of any intended activities prior to the commencement of work.

The University of Central Florida does not allow structures to be secured by ground penetration, including anchors, stakes, and digging. All structures must be supported by alternative means (i.e., tie-downs) that do not require ground penetration.

DEFINITIONS:

Canopy: a structure or shelter constructed of pliable materials supported by any manner, except by the contents it protects, and which is open, without side walls, and does not exceed 120 square feet.

Permit-Exempted Temporary Structure: a temporary structure that falls under one of the following categories:

- a) an amusement attraction such as a bounce house or climbing wall
- b) a single canopy or tent erected by private persons for personal use and not exceeding 120 square feet
- c) any size structure erected for external viewing purposes only (similar to an art work exhibition)

Flame Spread Certificate: a certificate from the tent manufacturer used to describe the surface burning characteristics of building materials, indicating the tent meets all the requirements from

the National Fire Protection Association (NFPA) 701 and the Florida Building Code (FBC). It is also known as the Flame Resistant, Flame Retardant, and Flameproof certificate.

Requestor: the vendor or person requesting to erect a temporary structure

Safety Action For Event (SAFE) Form: the form required to initiate the review process to ensure compliance with university policies regarding events or activities held on university property. The SAFE Form is available on the Office of Student Involvement (OSI) website.

Site Plan: a diagram showing the proposed temporary structure location, distances to adjacent structures, pedestrian access and egress pathways, and any other pertinent information. Aerial photos of the campus are available from internet searches and the Facilities Planning and Construction website and can be used as a base for making site plans.

Tent and Temporary Structure Guidelines and Checklist: the checklist detailing the compliance requirements all requestors must follow when seeking a temporary structure permit, available at www.ehs.ucf.edu under Forms

Tent and Temporary Structure Permit: the form required to request the installation of a tent or temporary structure on university property, available at www.ehs.ucf.edu under Forms

Temporary Structure: for the purpose of this procedure, any configuration of building materials erected, assembled, inflated, constructed, set, or otherwise delivered, accessible for any occupied use located on university properties, for a duration of less than ninety (90) days. This includes tents with and without sides, canopies, stages, platforms, or similar installations that have the potential to present a risk to health and safety, regardless of size.

Tent: a temporary structure of pliable material that achieves its support by mechanical means such as beams, columns, poles, arches, cables, ropes, or similar support members

University Properties: property located at the UCF main and branch campuses that is subject to UCF Building Code Office overview

Certificate of Liability Insurance: a document issued by an insurance company broker that is used to verify the existence of insurance coverage under specific conditions granted to the listed individuals. All vendors providing services on UCF property shall submit a certificate, which must list the University of Central Florida and UCF Board of Trustees as an additional insured entity, and must have a minimum of one million dollars in liability coverage.

PROCEDURES:

All tents and temporary structures shall be installed in accordance with all applicable university standards, rules, regulations, and the Tent and Temporary Structure Guidelines and Checklist located on the EHS website.

All requestors planning to erect a tent or temporary structure on university properties shall apply for a Tent and Temporary Structure Permit through the Environmental Health and Safety Building Code Office. Requestors must comply with all university rules, policies, procedures, and standards, for such as liability insurance, and SAFE forms, where applicable. When in question, the final interpretation of the application of this procedure to any structure is determined by the UCF Building Code Official.

Requestors planning to erect a permit-exempted temporary structure are not required to obtain a Tent and Temporary Structure Permit. However they must still comply with all university rules, policies, procedures, and standards, the Tent and Temporary Structure Guidelines, and all other sections of this procedure, including liability insurance, inspection, and a SAFE form, where applicable.

All structures subject to human occupancy shall be manufactured of materials with adequate fire resistance. Improvised tarps or plastic materials are not acceptable.

The Tent and Temporary Structure Permit request must be submitted a minimum of five (5) business days in advance of the event, with all required attachments. These attachments shall include the following:

- Certificate of Liability Insurance
- Flame Spread Certificate
- Site Plan
- Egress Plan
- Seating Plan, where applicable
- Services, Equipment, and Utilities Plan, where applicable
- Details on manufacturer-approved alternative methods of structural member connections, where original equipment is not supplied
- Details on ground support methods

The EHS Building Code Office reserves the right to inspect any temporary structure on UCF properties, including exempt structures. Any structure that poses a risk to health or safety, was placed without an approved permit, or was installed with a questionable structural assembly will be denied occupancy and removed.

There is no fee for the permit application; however, temporary utilities associated with the temporary structure may have installation and inspection costs. A Work Order with a billable account number or direct billing information must be filed to request connection to temporary utilities. The event will be charged for excess refuse or damages to university properties arising from the event and from the delivery, installation, and removal of the structure.

Applications will be reviewed by the EHS Building Code Office, and the permit will be issued upon verification of compliance.


All approved event permits for tents and temporary structures are conditional upon safe weather. Where inclement weather occurs after approval is obtained, and prior to the event, the permit is

voided unless the site is verified to be safe for use. Where unsafe conditions develop during use, it shall be the responsibility of the requester and event manager to monitor the site, and to suspend activities until the structure is again safe to occupy.

REFERENCES:

SAFE Form: <http://osi.ucf.edu/blog/rso-info/safe-form/>

Work Control Center (to create a Work Order): (407) 823-5223

Approved By:	Date Approved:
 Priscilla L. Kernek Associate Vice President, Administration and Finance (Facilities and Safety)	3/25/17