



## **Special Events Requirements for Temporary Structures and/or Electrical Work**

Many stages, tents, platforms, bleacher seating and other structures, as well as any electrical modification and/or addition to the existing electrical infrastructure constructed or installed for a temporary event require submittal to City of Santa Clara Building Division for approval and permit issuance.

**Note:** Fire permits are required for any event with an anticipated attendance of more than 500 people. Apply directly with the Community Risk Reduction Division for Fire permit requirements. Fire Permit Guidelines can be found at: [www.santaclaraca.gov/our-city/departments-a-f/fire-department/fire-permits-guidelines](http://www.santaclaraca.gov/our-city/departments-a-f/fire-department/fire-permits-guidelines)

### **When Building Permits are Required**

#### **Temporary Structure Projects**

- Tents more than 2,000 square feet in area installed in an outdoor environment
- Stages 30 inches and over in height from floor
- Bleacher seating - temporary seating systems
- Sound and/or audio equipment support trusses over 8 feet in height
- Sign support structures - overhead signage – over 8 feet in height

#### **Electrical**

- Temporary power sources; including but not limited to, generators
- Temporary or permanent changes to or relocation of existing electrical devices and/or power sources

#### **Plumbing**

- Temporary or permanent extension of existing water piping systems

**Note:** Building, Plumbing and Electrical permits may be issued under one permit.

### **Submittal Requirements**

Please apply online through the Permitting Online Portal at [SantaClaraCA.gov/Permits](http://SantaClaraCA.gov/Permits).

**Note:** PRE-APPROVED plans of structures which are used for more than one event may be arranged through the Building Division Plan Review Manager. **If your submittal is for use of a pre-approved plan, provide the original permit number of that plan at submittal.**

Applications should be submitted for a **minimum of four (4) weeks** prior to the event.

1. A permit application must be completed for each submittal with the contact person's phone number and email, a description of the event and set-up and dismantle date.
2. Plans shall depict the location and name of the rooms in which the equipment is to be installed, adjoining rooms and corridors in relation to the exterior exit locations.
3. Construction details of all stages, platforms, and support structures or other equipment, and structural and/or load calculations as required by plans examiner.
4. For tents more than 2,000 square feet in area, engineered plans, structural and wind calculations shall be designed based on the current building code stamped and signed by a California-licensed Civil/Structural engineer.
5. Cantilever column and/or flagpole system shall be designed based on the current building code by a California-licensed Civil/Structural engineer.
6. Lighting and/or equipment trusses over 14ft tall shall be designed based on the current building code by a California-licensed Civil/Structural engineer.
7. Routing of temporary electrical distribution and protection of electrical equipment and cables.
8. Accessibility features shall be maintained and accessible arrangements to meet 2025 CBC 11B-201.3.

## Permit Fees

Permit fees shall be assessed in accordance with the [Permit Fee Schedule](#) as adopted in the City of Santa Clara Municipal Code.

## Issuance of Permit

A permit may be issued to the property owner (or authorized agent thereof) or a licensed contractor. To act as authorized agent for owner, a letter of authorization from the owner must be received. In the case of the Grand Ballroom, the Hyatt Hotels management may provide the letter to an agent to pull the permit. In the case of the Convention Center, the Convention Center Management may provide a letter of authorization if the event is taking place within the Convention Center walls, or City of

Santa Clara Manager's Office must sign the permit application as secondary signer if the event will take place outside on the grounds of the Center.

## **Inspection Scheduling**

After the permit is approved and issued, inspection must take place before the commencement of the event. Scheduling inspection is the responsibility of the permit applicant. Any corrections noted by the inspector must be corrected and re-inspected prior to commencement of the event.

Inspection that is required outside regular business hours requires overtime inspection to be paid for and scheduled in advance. Overtime inspection is subject to the availability of inspection staff; the best options for overtime inspection are: Monday – Friday, early morning, between 6 - 8 a.m. or after hours, between 5 - 7 p.m. Saturday and Sunday inspection is also possible subject to availability.

For permit related inquiries, please contact the Permit Center.

## **Contact Information**

**Permit Center:** 408-615-2420 | **Email:** [permitcenter@santaclaraca.gov](mailto:permitcenter@santaclaraca.gov)

**Building Division:** 408-615-2440 | **Email:** [building@santaclaraca.gov](mailto:building@santaclaraca.gov)