

CITY OF MONTEREY PARK

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BUILDING AND SAFETY DIVISION buildingdivision@montereypark.ca.gov



Informational Bulletin: **Temporary Events**

(Updated 03/20/17)

General Requirements

Temporary Events being held within the City of Monterey Park are required to be inspected and approved by Monterey Park- Building and Safety inspectors prior to holding the event.

The following qualify as Temporary Events:

- Temporary change of use
- Tents or canopies, covering an area greater than 120 square feet
- Spaces with a common means of egress or entrance which are used or intended to be used for the gathering together of 10 or more persons
- Stages or platforms elevated above floor or grade level
- Grandstands or bleachers
- Temporary electrical power (generators, temporary power supply from premise power, lighting, power cords, etc.)

Construction documents:

- A site plan showing the proposed location of the tents/canopies/stages layout in relation to any other buildings or structures on the site; the distance from the tent to all property lines and information delineating the means of egress and the occupant load; the size of tents/canopies/stages
- Tents/canopies/stages floor plan that shows all egress paths and accessible path of exit travel to a public way; ventilation and sanitary facility requirements where applicable
- Tents/canopies/stages structural analysis by a licensed engineer

Permitting

Building permit applications are required to be filed with Monterey Park-Building and Safety Division and the appropriate fees must be paid before inspections can be performed. Permit will only be issued to a licensed contractor in the respective discipline.

- It is necessary to receive approval from Monterey Park- Planning and Fire Prevention Division prior to initiating the permit application with Building and Safety

Inspections and Approval

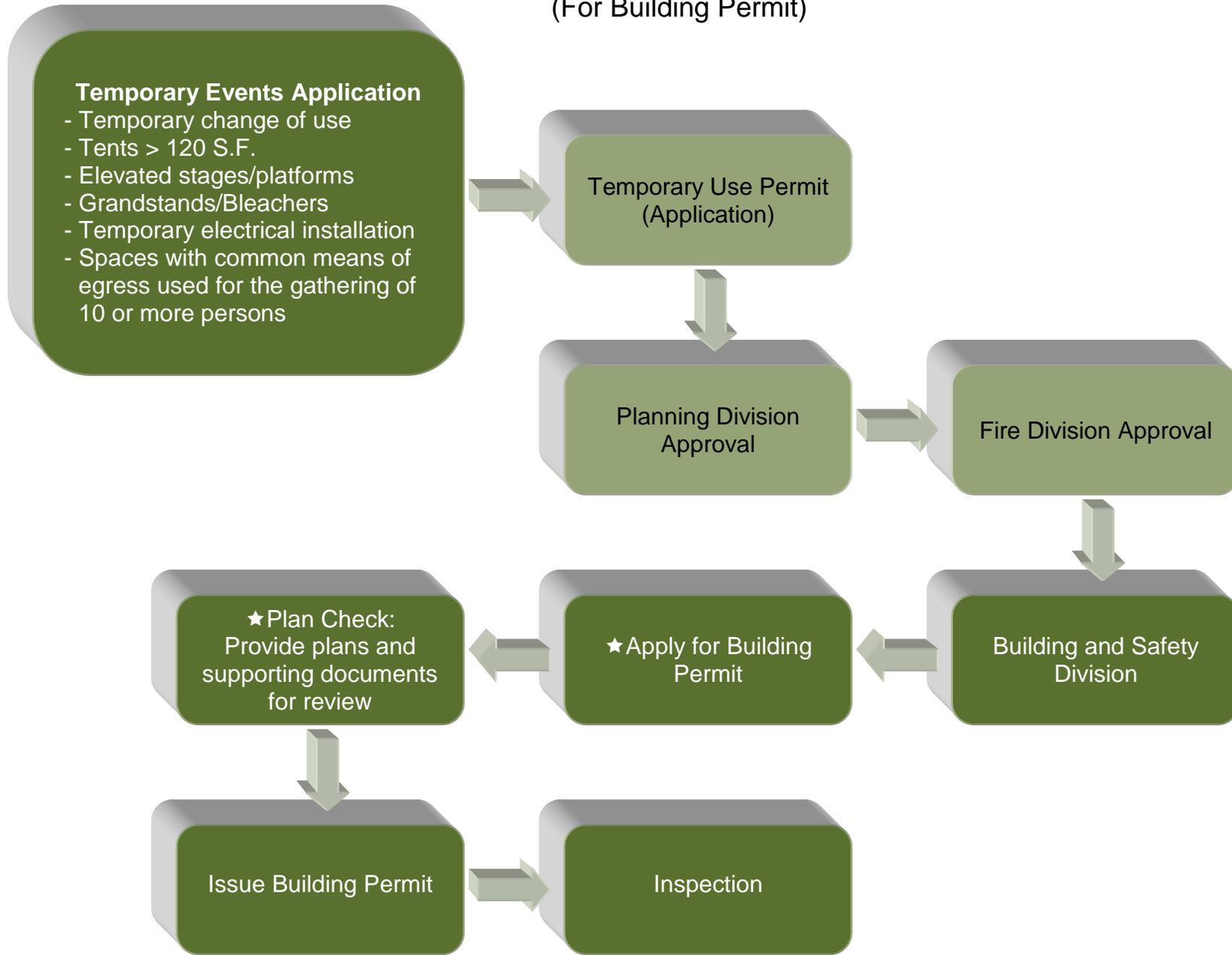
The Building and Safety permit must be filed and paid for at least two (2) business days prior to the date of the event; and after you have obtained all required approvals or clearances from other agencies. You will be able to request the date and time of inspections on the permit.

At the time of inspection, the building inspector will check the structural stability of temporary structures, availability of sanitary facilities, required exiting, disabled access features and other code requirements.

Friday through Sunday inspections are subjected to inspector availability and after-hour inspection fees.

Temporary Events Application Process

(For Building Permit)



★ May be concurrent