

Temporary Structures, Bleachers, Stages, and Platforms

TEMPORARY STRUCTURES

Tents and membrane structures intended to be erected for less than 180 days shall comply with the *Minnesota State Fire Code* and require a fire permit from Fire Inspection Services. Those intended to be erected for a period of 180 days or longer shall comply with the *Minnesota State Building Code* and require a building permit from Construction Code Services. Temporary structures and uses requiring a building permit shall conform to the structural strength, fire safety, and means of egress, accessibility, light, ventilation, and sanitary requirements of the *Minnesota State Building Code* as necessary to ensure the public health, safety, and general welfare.



The following conditions are outside of the tent and membrane structures as identified in the *Minnesota State Fire Code* criteria shown above and require a building permit even when erected for less than 180 days:

- Structures erected on buildings, balconies, decks, raised floor systems or other structures
- Store-front system
- Solid wall panels
- Thermal roof structure

BLEACHERS

In places of public accommodation using bleacher seating, all bleachers or bleacher open spaces over 55 inches above grade or the floor below, and all bleacher guardrails if any part of the guardrail is over 30 inches above grade or the floor below must comply with the State Building Code in effect and the provisions of Minnesota Statutes, section [326B.112](#).

TEMPORARY STAGES AND PLATFORMS

Stage and platform construction shall comply with [Section 410.4.1](#) of the *Minnesota State Building Code*. A building permit is required for any elevated platforms, walkways, seating areas or stages that include a finished floor that is thirty inches or more above the lowest adjacent grade or floor.

Drawing Information Requirements

Provide a CAD site plan drawn to a minimum 1/8 inch scale with symbol legend and compass. Electronic media documents are allowed to be submitted. All documents shall be of sufficient clarity to indicate the location, nature and extent of the following:

- Identify the location and number of vendor tents, booths, tables, displays, music venues, seating and standing room only (SRO) capacities, stages, and sizes
- Identify number of cooking tents and the minimum 20 foot separation required from other tents and membrane structures
- Outdoor cooking operations that produce sparks or grease-laden vapors must be located a minimum of 20 feet from other tents and membrane structures
- Class-K & 4A-60BC fire extinguishers shall be provided, mounted, and properly identified with signage for all cooking tents and outdoor cooking operations
- Identify the location of all buildings, structures, fences, walls, dumpsters, signs, surface materials, food apparatus (i.e. food trucks), and changes in grade for a minimum of 20 feet around perimeter of temporary structures or assembly areas (whichever is greater) in any exit route to the public way
- Identify temporary fences and/or wall perimeters, height & type, ingress & egress checkpoints, dimensions openings, aisles, and exit routes to the public way including overhead pedestrian walkways
- Identify fire apparatus and EMS ingress and egress points, staging areas, street closures/barricades

Fire Safety Requirements

- Identify fire extinguisher locations, types, and sizes, and verify proper signage. Types include the following:
 - Class-ABC for ordinary combustibles, etc.
 - 40lb Class-K for deep fry units
 - Minimum sizes 10A-60BC for ordinary hazard combustibles
- “No Smoking” signs must post in all tents, canopies, and membrane structures
- Exit signs shall be provided in accordance with the MSFC & means of egress shall meet MSFC Chapter 3103.12.2
- Provide detailed floor plans for tents or membrane structures having an occupant load of 50 or more. Floor plans shall indicate details of the means of egress, seating capacity, arrangement of seating and location, and type of heating and electrical equipment
- Seating and floor plans—including maximum in each section and aggregate at any one time
- Signed and stamped specifications and drawings for bleachers, platforms, risers, performance areas—including occupancy, loads, and structural details for all imposed loads and anchorage points
- Accessibility, parking, seating, signage, ingress, and egress for people with disabilities
- All compressed gas cylinders shall be nested, secured, and protected against tampering
- All flammable gasses and liquids shall not be stored or used within 10 feet of tents and membrane structures or any ignition source(s)

For reasonable accommodations or alternative formats, please call the Regulatory Services Accessibility Line at 612-673-3221, or email RegulatoryServicesADALine@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadio aad Caawimaad u baahantahay 612-673-3500.

Pyrotechnic Requirements

- Pyrotechnics are regulated by state statute and federal and DOT mandates and require documentation submitted to Fire Inspection Services five (5) business days prior to approving and issuing permits
- Detailed drawings and special inspections of display site and a demonstration of display operations is required
- A peer review of shooters' State of Minnesota and federal and DOT licenses to perform indoor and outdoor displays, detailed site plans identifying proximate audience and fallout areas, display equipment, quantities, storage of fireworks explosives i.e. ready boxes, and post-display special inspections must be approved by Fire Inspections Services prior to issuing permits

Structural, Wind-uplift, Fire Resistance, and Flame Spread & Smoke Data for Each Tent or Membrane Structure

- Provide snow-load data
- Provide fire resistance, flame & smoke spread/development data
- Provide wind-uplift data

Setup & Teardown Information

- Permits must be obtained by installing contractor
- Identify installers, state license numbers
- Start and end date information
- Permit holder information

Material Safety Data Sheets

- As applicable

Ushering, Security Training, and Procedure Manual(s)

- Identify procedures for handling overflow, overcrowding, and maintaining exits
- Identify maximum attendance—maximum number seated and standing room only
- Identify protocols for additional temporary or folding chairs, including how many
- Identify security procedures, timeframes, and staff
- Identify handling procedures and protocols for Emergency Medical Situations (EMS)
- Identify procedures and protocols for Fire and EMS notifications

For reasonable accommodations or alternative formats, please call the Regulatory Services Accessibility Line at 612-673-3221, or email RegulatoryServicesADALine@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadio aad Caawimaad u baahantahay 612-673-3500.

Severe Emergency Weather Plan

- Provide emergency action plans for severe weather
- Provide EMS action plan
- Provide Fire action plan
- Identify sheltering in place for all exterior and interior venues
- Internal venues follow standard protocols

Utility Plans

- Identify all utility power supplies and/or electrical services: disconnects, grounded, GFCI protection is required on all 110 volt circuits—including lighting
- Generator installation and grounding
- Emergency exit lighting is required in any an enclosed areas having an occupant load of 50 or more occupants.
- Extension cords shall be properly sized: trip hazard protection, intact 3-prong plug on each end, connections shall be made above grade and protected
- State electrical permits required

Commercial Recycling

- Provide compliance details for [Minneapolis Code of Ordinances 174.435](#), which requires convenient sites for the deposit, collection and hauling of all recyclable materials

If a [Building Permit](#) is required in addition to Fire Code plans, you must provide:

- Completed Building Permit Application
- Construction documents of sufficient detail and clarity to confirm compliance with the Minnesota State Building Code
- Structural design signed by a Minnesota-licensed engineer
- Accessibility per 2015 Minnesota Accessibility Code

For reasonable accommodations or alternative formats, please call the Regulatory Services Accessibility Line at 612-673-3221, or email RegulatoryServicesADALine@minneapolismn.gov. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.



Special Events in the City of Minneapolis

Electrical Licensing and Inspections

This brief document contains important information regarding electrical licensing and electrical inspections for special events such as carnivals, fairs, festivals, exhibitions, attractions, concerts, rallies, sporting or similar events that employ temporary electrical power distribution systems supplied by portable or vehicle-mounted generators or permanent electrical infrastructure.

In accordance with Minnesota statutes and rules, the department has the responsibility for inspection of all electrical wiring and equipment for special events. Portable or vehicle-mounted generators and temporary electrical power distribution systems are required to be inspected. Additions or alterations to premises wiring systems, permanent electrical infrastructure or other fixed wiring systems are also required to be separately inspected. Electrical equipment and electrical wiring shall be inspected and be in compliance before being energized and put into use.

Authorized representatives for the special event are responsible for notifying the department sufficiently in advance to permit completion of all required electrical inspections.

Minnesota has strict electrical licensing and electrical inspection requirements. Persons other than licensed or registered electricians employed by licensed electrical contractors are only allowed to connect or inter-connect multi-conductor cords and single-conductor cables that are equipped with approved separable multi-pole or single-pole connectors. Licensed or registered electricians employed by licensed electrical contractors are required to connect or terminate conductors, cords and cables that have bare ends, clamps, clips or other types of connections other than approved separable connectors.

Licensed or registered electricians employed by licensed electrical contractors are required to perform all electrical work on interior or exterior premises wiring systems or any other fixed electrical infrastructure. Minnesota adopts the National Electrical Code (NEC) without amendments.

Contact Us

<http://www.dli.mn.gov/CCLD/CCLDContactUs.asp>

Electrical Home Page

<http://www.dli.mn.gov/CCLD/Electrical.asp>

Portable and Temporary Power

<http://www.dli.mn.gov/CCLD/ElectricalPortable.asp>

Please contact the department well in advance of any special event so we can help make the event special!

John Williamson
Chief Electrical Inspector
john.williamson@state.mn.us
651-284-5823

Dean Hunter
Assistant Chief Electrical Inspector
dean.hunter@state.mn.us
651-284-5314