

TEMPORARY SPECIAL EVENTS

Approval from the City of Los Angeles Department of Building and Safety

Temporary Special Events (TSE) being held within the City of Los Angeles are required to be inspected and approved by LADBS inspectors prior to holding the event. As of January 2014, the current cost to file an application with LADBS is \$137.80 per event.

The following qualify as a TSE provided they have a maximum duration of 5 consecutive days:

- Tents or canopies, larger than 450 square foot, on a residential property.
- Tents or canopies, larger than 12 feet in length or width, on a commercial property.
- Stages or platforms more than 30 inches above grade (structures higher than 30 inches intended for live loads require approved engineering prior to inspection).
- Grandstands or bleachers.
- Structures higher than 12 feet.

Events that exceed five (5) days or do not qualify as Temporary Special Events require a building permit prior to the event. Visit our website at: <http://www.ladbs.org>.

For information regarding temporary generators and electrical, please call (213) 482-0057.

Application for Permit:

TSE permit applications are required to be filed with LADBS and the appropriate fees must be paid before inspections can be performed. Applications can be filed as follows:

- Prior to attempting to obtain a permit from LADBS, it is necessary to physically visit the LAFD and LAPD offices to **obtain the name and telephone number of the employee spoken with regarding your event** and permit numbers from any requisite permits.
- In certain cases, it is necessary to receive approval from the Los Angeles Department of City Planning prior to initiating the permit application with LADBS.
- All LADBS TSE permit applications must be submitted electronically on the LADBS website for Express Permits, which is located at: www.buildla.lacity.org
- When prompted to supply information of a contact person for the event, be sure to provide detailed contact information for the individual who will be present at the time of inspection.

Inspections and Approval:

Applicants will be able to request the date and time of the inspection on the TSE permit application. The LADBS application must be filed and paid for at least two (2) business days prior to the date of the event, after all required approvals or clearances have been obtained from all other agencies.

At the inspection phase, the building inspector will verify the structural conformity of temporary structures as per plans, availability of sanitary facilities, required exiting, parking requirements, disabled access requirements, zoning and other code requirements. TSE inspections are conducted seven (7) days a week.

For any questions regarding the TSE permit approval process, please call the senior building inspector at (213) 482-9585 or the manager of the TSE Inspection Section at (213) 482-7097. Applicants may visit TSE inspection staff at 221 N. Figueroa Street, 7th floor with inquiries. All applications must be submitted electronically.

Other Information:

Approval from Los Angeles Department of City Planning (LADCP):

TSE applicants must provide responses to a questionnaire that determines whether or not the proposed event requires clearance by the LADCP. For those proposed events that require LADCP clearance, approval of a Planning Clearance Application by LADCP is required before a permit can be issued by LADBS for the event. For questions, please call LADCP at (213) 482-7077 or visit the Public Counter located at 201 N. Figueroa Street, 7th floor.

Approval from Los Angeles Fire Department (LAFD):

A safety plan showing the layout of the event must be approved by the Los Angeles Fire Department prior to submitting an application to LADBS. The approved safety plan must be made available to the Building and Safety inspector at the time of the site inspection. An approval from LAFD is required for tents, having an area of 450 square feet or more. Applicants will be required to provide the name and telephone # of the LAFD officer on the LADBS TSE application, after LAFD has been contacted.

To obtain a permit from the LAFD, contact the appropriate unit at the following numbers:

Public Assembly unit

- For events located south of Mulholland Drive, call (213) 978-3640.
- For events located north of Mulholland Drive, call (818) 374-1110.

Film unit

- For events involving filming, call (213) 978-3676 or (213) 978-3670.

Schools and Churches unit

- For events held in schools and churches, call (213) 978-3660.

Institutions unit

- For events held in institutions, call (213) 978-3730.

High Rise unit

- For events held in high rise buildings, call (213) 978-3600.

Approval from Los Angeles Police Department (LAPD):

A permit from the LAPD is required for Dances, Carnivals, live music, amplified sound, or Alcohol use. For more information on how to obtain an LAPD permit, contact the Office of Finance at: (213) 996-1210. Applicants will be required to provide the name and telephone number of the LAPD officer contacted on the LADBS TSE application.

Approval from Los Angeles Department of Public Works:

Events held in the public right-of-way, such as sidewalk sales, require a permit from the Department of Public Works, Street Use Division. For more information on how to obtain a Street Use permit for a Special Event, contact the Street Use Division at (213) 847-6029. This Department will coordinate and collect fees for the permit from LADBS.

Approval from Los Angeles Department of Motor Vehicles:

Auto sales to be conducted for 5 days or less, provide completed DMV form **o173**, <https://www.dmv.ca.gov/portal/dmv/detail/forms/ol/o173>