



City of Seattle

Department of Planning and Development (DPD)
Applicant Services Center
700 Fifth Ave., Suite 2000, P.O. Box 34019
Seattle, WA 98124-4019
www.seattle.gov/dpd
206-684-8850

CHECKLIST

Temporary Structure Permit

Project Number: _____
Event Name: _____
Event Address: _____ Event Dates: _____
Type of Structure: _____
Applicant Name: _____
Phone: _____ Fax: _____ E-mail: _____

Temporary Structures applications must include the following documents:

Required Submitted

- | | | |
|---|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Application form. Either an ASC Counter Application form or a Preliminary Application Form will be required depending on the type of project. |
| <input type="checkbox"/> | <input type="checkbox"/> | A copy of the Fire Department Assembly Permit. Obtain this permit from the Special Events Officer at the Permit Desk, Fire Marshall's Office, 220 3 rd Ave S. |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Department approval stamp must be on the two plot plans or a verbal confirmation of the permit number directly from SFD Special Events staff. |
| <input type="checkbox"/> | <input type="checkbox"/> | Two plot plans or floor plans showing the location and dimensions of the temporary structures. |
| <input type="checkbox"/> | <input type="checkbox"/> | A written statement by the structure owner or manufacturer attesting that they will take responsibility for the structural integrity and installation of the structure. This letter must be written on company letterhead and must include the title of the person signing for the company. If a stage, platform, or bleachers are used for an occupant load of 50 or more people, letter must state load limits in pound per square foot. |
| <input type="checkbox"/> | <input type="checkbox"/> | Flammability certificate. A letter of certification documenting that the fabric structure is flame retardant. |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |
| 2013 Permit Fee Payable to the "City of Seattle" | | |
| \$362.00 Minimum Permit Fee | | |
| \$ 4.50 Washington State Surcharge | | |
| <input type="checkbox"/> | <input type="checkbox"/> | A "Clean-Up Deposit" is required for all projects except those located on Parks Department property. The deposit is generally \$500.00 and refundable when the temporary structure is removed and inspected by a Department of Planning and Development building inspector. |
| <input type="checkbox"/> | <input type="checkbox"/> | A Health Department review is needed if there is a food related use. |