Special Event and Convention Planning Guide

Since 1967
Reedy Creek
IMPROVEMENT DISTRICT

Table of Contents

Introduction

This document has been created as a guide for special event and convention planning and to assist in permitting. It is organized in a format that provides specific requirements followed by appendices that provide more general criteria. The guide contains information from both the *EPCOT Building Code* (*EBC*) and the *Florida Fire Prevention Code* (*FFPC*) and is designed to be used in conjunction with these codes. **This document is not meant to be a substitution for any required code or state law.**

In the event that a conflict exists among these guidelines, the *EBC and the FFPC*, the most restrictive provision shall control. These guidelines are not the exclusive basis for Reedy Creek Improvement District (the District) decisions. In general, the *FFPC* should be utilized for means of egress provisions, however, there may be times that the *EBC* may be applied.

The *EPCOT Accessibility Code for Building Construction* (*EAC*) shall apply to temporary events covered under this guide. For the purpose of accessibility, the terms public and public use include private entities using public facilities and anyone other than event staff or rehearsed performers. Audience members or event attendees using a stage at a private event constitute public use.

Temporary is defined as installations 90 days or less.

When Permits Are Required:

The following conditions generally require permitting (See the matrix in Appendix A):

- Event/Trade Show Plans
- Seating Plans
- Some Exhibit Booths
- Grandstands, Bleachers, Folding or Telescopic Seating
- Mobile or Temporary Cooking Operations
- Stages and Performance Platforms
- Tents, Membrane and Air Inflated Structures
- Vehicles, Aircraft, Watercraft or Equipment with Internal Combustion Engines
- Temporary Support Trailers

Other permits that may be required to support temporary events and conventions:

- Electrical – Required for temporary power
- Fire Suppression – Required for temporary cooking operations that utilize a hood and fire suppression system and other large structures
- Mechanical / HVAC – Required for temporary heating/air conditioning units
- Plumbing – Required for temporary water or sanitary installations.
- Pyrotechnics, Flames Effects, Special Effects, Open Flames and Candles

Permitting requirements for these supporting trade permits can be found in Appendix B – Show Support Criteria.

Permitting Requirements

All event application and submittal packages shall be submitted by registered users of the online permitting system, Accela Citizen Access (ACA) at: https://ca.rcid.org/CitizenAccess/. Request for registration to apply for permits via ACA can be made to RCIDPermits@rcid.org.

Fee Structure

Permit fees shall be assessed a flat rate of $45.00, per unit installation. Each additional unit, such as two or more tents at one location, shall be charged $45.00 each. The current Fee Schedule can be found on the District's website at https://www.rcid.org/doing-business/building-department/.

Permit Submittal Deadline

Applications for permits shall be submitted a minimum of 21 days in advance of the event. Revisions will not be considered within 48 hours of the event. The permit and plan review process may take longer if incomplete information is provided or additional information is required. To ensure timely processing, it is suggested that the permit application process be initiated as early as possible, but no more than 6 months in advance.

Large scale events shall submit site plans no later than 90 days prior to the event. A meeting with the Building & Safety Department and the Fire Marshal is required for large scale events.

Licensing Requirements

Any person(s) or entity providing construction services within the District shall comply with all State of Florida contractor licensing requirements.

Most permits for temporary events only require an applicant to establish an ACA account with the District. However, some types of work, such as site-built structures that are not pre-engineered, electrical, mechanical, and plumbing installations, may require a contractor license. See the Building Department page at https://www.rcid.org/doing-business/building-department/ for complete contractor licensing requirements.

Permit Application Requirements

A completed and approved permit application is required prior to the commencement of any work. The permit application packet shall include, but not be limited to, the following:

1) A fully executed permit application, signed and notarized.
2) Payment of permit fees, per the current Fee Schedule.
3) Any structural element or temporary unit installed outdoors that is subjected to wind loading will require engineered plans and calculations signed and sealed by an engineer licensed in the State of Florida, regardless of the job valuation.
4) All documents submitted or uploaded to ACA must be in Portable Document Format (*pdf) form.
5) Any submittal requiring professional signed and sealed plans, must be Digitally Signed by a Third Party Certificate Authority to be accepted by ACA.

Site Plans

Permits for structures that are erected outside or in proximity to other buildings require a site plan. Site plans must illustrate compliance with applicable codes, and shall contain the following information, where applicable (See Appendix C for a sample site plan):

1) Location and dimensions of the temporary structure(s) / unit(s).
2) Location of all other temporary or permanent structures (exposures) and the distances of those structures to the temporary structure.
3) Location of ancillary / support equipment (HVAC units, generators, hydrants, etc.).
4) Vehicular and pedestrian access, including established fire lanes, parking lots and accessible routes.
5) Plans shall be drawn to scale.

Reedy Creek Fire Department maintains a Geographic Information System (GIS) database of the established fire lanes within the District. Contact fireprevention@rcid.org for questions regarding location of fire lanes.

Temporary Certificate of Occupancy (TCO)

In addition to submitting a permit application, once review of the submittal is approved by the appropriate reviewers, the permit shall be issued to an authorized agent of the contractor of record and posted within or near the work permitted from the time the permit is issued until the event is over. Once the permit is issued, inspections shall be scheduled prior to the event start.

Any temporary structure or event that requires a permit shall not be occupied until an official TCO has been requested by the contractor of record and issued by the Building Official. Each TCO shall be posted within or near the work permitted from the time of issuance until the event is over and all temporary, permitted work has been removed. The TCO request process is easily applied via the ACA system on the existing event record. Complete step-by-step instructions can be found on the website at: https://www.rcid.org/doing-business/building-department/.

Receiving an approved final inspection, based on type of request, does not constitute receiving a TCO nor does it allow the structure to be used. The TCO is a specific document issued after all building, plumbing, mechanical and electrical inspections, as an example, have been completed and approved. All other agencies involved in the permitting process, such as Reedy Creek Planning & Engineering, Reedy Creek Fire Department, Reedy Creek Energy Services, and Walt Disney Environmental Permitting, etc., may concur based on the issuance of a TCO before it will be issued. Please allow time in your turnover scheduling for this process to occur.

Design Criteria

The following topics provide detailed design criteria applicable to each specific type of event. For design criteria that applies to all event types, see Appendix D – General Design Information.

Event Seating Plans

An event with 300 attendees or more inside any structure, temporary or permanent, will require an event seating plan permit approval. The purpose of the event seating plan is to review seating, means of ingress and egress, and other life safety considerations that may be present with large groups of people. Assembly or seating plans are required to illustrate compliance with applicable codes.

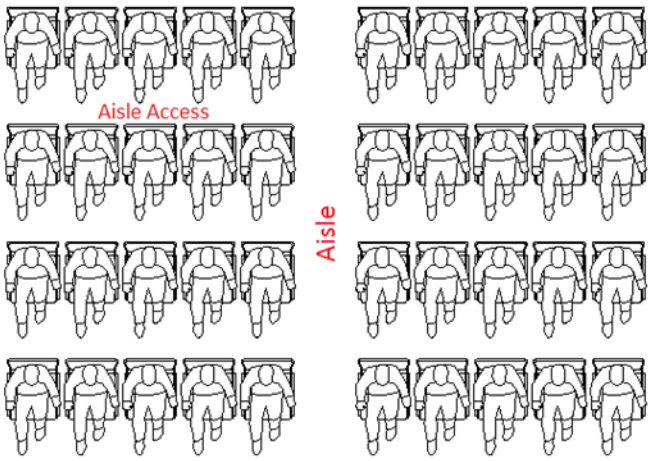
The following items are required to be included with the complete permit application outlined in the Permitting Requirements section:

1) A brief narrative or scope of event(s) including the name of the event.
2) Symbol legend.
3) Building address and event location, to include the convention center name or ballroom name(s).
4) Date of event and specific hours of event. If there are multiple events or setups, they should be on separate sheets.
5) Date(s) of setup and removal.
6) Name of event coordinator and contact information.
7) All applications for seating in temporary structures (such as tents) shall include a scaled or dimensioned site plan in accordance with this document, referenced codes and state laws.
8) Occupant load of event including employees and an accounting of the required crowd managers. Occupant loads should be calculated in accordance with the *FFPC*.
9) Certificate of flammability for any pipe & drape or decorations and furnishings used. The material shall comply with necessary guidelines referenced in the Decorative Materials section.
10) A copy of the required safety announcements or visuals used at the beginning of each event used to notify occupants of the locations of the exits to be used in case of fire or other emergency will be kept on file.

Aisle and Aisle Access Ways

Floor plans must be reviewed to avoid overcrowding of assembly spaces. Building and fire codes require a balance between the number of persons in a building and the widths of aisles and aisle access ways. This determines if the building has a safe means of egress. These code requirements are designed to avoid “jams” at the exit doors or stairs, excessively long foot traffic paths and situations that could impede quick evacuation of a building.

An example of an aisle and aisle access way is shown below. **Aisle access ways** are the initial portion of an exit access that leads to an aisle. An **aisle** is the portion of an exit access that leads to a cross aisle or a marked exit door. It is important to maintain code required aisle and aisle access ways for both theater style seating and banquet table seating.



General Assembly or Theater Style Seating (No Tables)

Seating for assembly use accommodating more than 200 persons shall be fastened together in groups of not less than three.

Aisle access ways shall not be less than 12 inches wide.

1) In rows of seating over 14, the minimum clear width shall be increased by 0.3 inches for every seat but shall not exceed 22 inches. For example, if a row has 22 seats then the minimum width shall be 19 inches [*NFPA 101 12.2.5.5.1*].
2) In rows of seating that's served by an exit door or an aisle at only one end (dead-end), the minimum clear width shall be increased by 0.6 inches for every seat over seven. For example, if a row has 12 seats then the minimum clear width shall be 19 inches [*NFPA 101 12.2.5.5.6.1*].

Aisle width shall not be less than 44 inches where serving an occupant load greater than 50.

1) For an occupant load over 220 persons, the minimum width shall be increased by 0.2 inches for each additional person.

Banquet / Dining Seating (Non-Fixed Seating and Tables)

Aisle access ways shall not be less than 12 inches of clear width.

1) The 12 inches is measured from a point of 19 inches from a table's edge (this is only used for the area occupied by a person seating in a seat).
2) Aisle access way shall be increased by 0.5 inches for every foot beyond 12 feet of access way length. For example, if the aisle access way is 16 feet in length the aisle access way shall not be less than 14 inches. Also, when including chairs (19" + 19") along an aisle access way 16 feet in length, the total distance between table edges is 52 inches.
3) The path of travel from any seat along the aisle access way shall not exceed 36 feet to the closest aisle.

Aisle width shall not be less than 44 inches where serving an occupant load greater than 50, and 36 inches where serving an occupant load of 50 or fewer.

1) The 44 inches is measured from a point of 19 inches from a table's edge (only used for the area occupied by a person seating in a seat).
2) For an occupant load over 220 persons, the minimum width shall be increased by 0.2 inches for each additional person.

See Appendix E – Explanatory Figures for common seating configuration examples.

Crowd Managers

The *FFPC* requires trained crowd managers when the occupant load exceeds 250 people. All events shall be provided with a minimum of one trained crowd manager or crowd manager supervisor. Where the occupant load exceeds 250, additional trained crowd managers or crowd manager supervisors shall be provided at a ratio of one additional crowd manager or crowd manager supervisor for every 250 occupants (i.e., 251 occupants require two crowd managers or crowd manager supervisors). The crowd manager and crowd manager supervisor shall receive approved training in crowd management techniques. Duties and responsibilities for the crowd manager and crowd manager supervisor shall be documented within emergency action plans for the facility.

Event/Trade Shows

Event/Trade show exhibitions require a floor plan to be submitted. Detailed floor plans of the event area or room(s), pre-function areas or tents shall include, at a minimum, the following:

1) Plans drawn to scale.
2) Indicate all marked exits from the space. Include exit aisle widths and aisle access widths in inches.
3) Where the exit route from a meeting/exhibit/ballroom is through a pre-function space or lobby, the pre-function space or lobby shall also be included on the floor plan. A complete exit route from the meeting or exhibit space to the outside of the building shall be shown.
4) Indicate all furnishing, chairs, tables including buffet setups and foliage.
5) Indicate any temporary walls (with height and width dimensions) including pipe & drape, exhibit booth walls, or erected conference rooms. A separate detail may be required for any structures or walls included on floor plans.
6) Location of fire alarm pull stations and notification appliances are required to be shown on the plans.
7) Indicate temporary emergency & exit lighting, temporary HVAC units and temporary emergency power sources.
8) Indicate the location of any support equipment (sound/tech booths, risers for videotaping, translator booths).
9) Indicate any stages including the height and square footage.

Exhibit hall aisles shall be at least 10 feet wide. Travel distances from any exhibit booth or enclosure to an exit access aisle shall not exceed 50 feet. Firefighting and emergency equipment may not be hidden or obstructed, including fire extinguishers, strobes, fire hose cabinets and standpipes. All emergency exits, hallways and aisles leading from the exhibit space shall be kept clear and unobstructed. Fire lanes shall be maintained at all times.

Storage rooms with a minimum 1-hour separation from exhibit spaces shall be provided for all storage and transport equipment, including without limitation, road cases. Such equipment is not permitted to be stored in the exhibit spaces. Crates, cardboard boxes and fiberglass cases may not be stored inside exhibit spaces, or in service corridors. A one-day supply of material, literature, pamphlets, or brochures may be kept at any location during the event.

The following items are prohibited within exhibit halls:

1) Compressed flammable gases.
2) Flammable or combustible liquids.
3) Hazardous chemicals or materials.
4) Class II or greater lasers, blasting agents, and explosives.

Exhibit Booths

Exhibit booths containing any of the following require a separate exhibit booth permit:

1) Single level booths exceeding 300 square feet and covered with a ceiling (unless open grid in accordance with *NFPA 13, Standard for the Installation of Sprinkler Systems*).
2) Multi-level exhibit booths, limited to two levels, with a maximum of 1,000 square feet on the second level.
3) Use of open flame devices, including, without limitation, welding, in any exhibit area.
4) Cooking within the exhibit area (see Temporary Cooking Operations section).

When a single level exhibit booth is required to be permitted, the following items are required to be included with the complete permit application outlined in the Permitting Requirements section:

1) Drawings shall be scaled and shall show the booth in relation to the room, adjacent booths and exit access aisles.
2) Event name and dates of the event.
3) Facility room name and/or room number.
4) Exhibitor's name and assigned booth number.
5) Plans shall indicate maximum exhibit height within the booth.
6) Documentation of the fire resistance of all materials used in the construction of covered exhibits, and all decorative materials within the exhibit shall be provided. Certification of flame-retardant treatment, along with samples of said materials, shall be submitted, when requested by the Fire Marshal.

Single-level covered booths containing more than 300 square feet, and all multi-level booths, shall require a sprinkler system. Exhibitors shall install a single station and battery-operated smoke alarm on the interior of each covered exhibit or structure regardless of the square footage and such installation shall be per manufacturer's instructions.

Multi-level booths require the following items, in addition to the complete permit application outlined in the Permitting Requirements section:

1) Signed and sealed drawings from a licensed design professional.
2) Required exits.
3) Accessible portable lift details.
4) Stair details that include rise, tread and railings.
5) Second floor guardrail details.

Multi-level booths containing more than 300 square feet shall require a minimum of two remote means of egress. Multi-level booth stairs shall be a minimum of 3 feet in width, equipped with handrails on each side and a guardrail. Stairways shall consist of a straight run or be squared off. Spiral stairs or winders are not permitted. (See Appendix D for stair detail requirements.)

Specific requirements for the construction of exhibit booths, including without limitation, materials, decorations, and flame retardant standards can be found in *NFPA 101: The Life Safety Code*, *Chapter 13 Existing Assembly Occupancies* in the section titled *Special Provisions for Exposition Facilities*.

Grandstands, Bleachers, Folding or Telescopic Seating

All grandstands, bleachers, folding or telescoping seating require a permit except for bleachers not exceeding five rows in height or 5 feet above grade to the highest bench seat.

The following items are required to be included with the complete permit application outlined in the Permitting Requirements section:

1) Signed and sealed engineered plans and calculations.
2) Site Plan.
3) Floor Plan, if applicable.
4) Details for stairs, ramps, handrails and guardrails.
5) Show the required number of wheelchair spaces.

In addition to building and fire code requirements, grandstands, bleachers, folding and telescopic seating intended for public use shall meet the *EPCOT Accessibility Code for Building Construction (EAC)* requirements, which may include accessible ramps or special lifts.

Stages and Performance Platforms

Stages 30 inches or less in height do not require a permit, however they are required to have code compliant ramps and/or stairs provided with handrails. Stages more than 30 inches and all site-built stages will require a permit. In addition to building and fire code requirements, stages and platforms intended for public use shall meet *EAC* requirements, which may include accessible ramps or special lifts. (See Appendix D for accessibility details.)

The following items for stage or riser systems is required to be included with the complete permit application outlined in the Permitting Requirements section:

1) Site plan or floor plan of the proposed work.
2) Pre-engineered drawings from the manufacturer of the system including all stair, ramp, or other framing details; or signed and sealed engineered plans and calculations.
3) Manufacturers' installation instructions.

Pyrotechnics, Flames Effects, Special Effects, Open Flames and Candles

The use of pyrotechnics or an open flame requires a specialized pyrotechnic permit, in addition to any required temporary permit. (See *Guideline for Permitting Pyrotechnics, Special Effects and Use of Flame Effects* for complete permitting requirements). Special effects, including, without limitation, fog and haze used indoors, also require a pyrotechnic permit. Temporary permits shall be required for all truss and support systems used for pyrotechnic and flame effects. These types of systems may require additional permits for plumbing, mechanical, gas or electrical equipment associated with the effect.

Fire watches shall be required for all use of pyrotechnics or an open flame. Fire watches may be required for the use of special effects systems at the discretion of the Fire Marshal. Portions of the fire detection and life safety systems may be permitted to be interrupted during the operation of the effects at the discretion of the Fire Marshal, and only when an approved fire watch is present on site.

Pyrotechnics

Pyrotechnics, when used inside a building, must comply with *NFPA 1126 Standard for the Use of Pyrotechnics before a Proximate Audience*. A demonstration of the pyrotechnics display may be required at the discretion of the Fire Marshal. A mandatory fire watch shall be required. A fire engine stand-by may be required, at the discretion of the Fire Marshal.

Flame Effects

Flame Effects, including without limitation, fire knives or related fire acts, must comply with *NFPA 160 Standard for Flame Effects before an Audience.* A demonstration of the open flame device may be required at the discretion of the Fire Marshal. Depending on the intended use of an open flame product and the demonstration of an open flame device, a fire watch may be required at the discretion of the Fire Marshal. Fire act performer's clothing shall be treated with flame retardant and certification of treatment may be required by the Fire Marshal.

Special Effects

Special effects equipment must not be operated in areas where the effect could enter buildings or adjacent spaces. Smoke/fog atmosphere effect must not impede visibility or egress. The use of fog and haze machines for lighting and theatrical effects is permitted provided that the fog/haze fluid used is water-based. The use of non-water-based fog/haze fluids, specifically, including, but not limited to those with an oil-based composition, are prohibited. In order to comply with various state and federal life safety codes, it is required that all fog and haze fluid be appropriately labeled and available for inspection by the Reedy Creek Fire Department.

The use of special effects outdoors does not require a permit; however, care should be taken when operating special effects adjacent to any building air intakes.

Candles, Recreational Fires and Open Flames

Candles used for table center pieces do not require permits, however, they must be enclosed and protected at all times. Candles may be used on tables if securely supported on a substantial noncombustible base and located in a position to avoid danger of ignition of combustible material. Multiple candles used as a display require a permit. Candles are prohibited to be used on stairs or in any means of egress. The use of unmanned or free-floating sky lanterns and similar devices utilizing an open flame is prohibited.

Recreational fires, including, without limitation, campfires, torches and fire pits, shall not be located within 25 feet of a structure or combustible materials. Equipment for propane fire pits shall be listed and comply with the *EBC* and *the FFPC*. Recreational fires shall be constantly attended by a competent person until the fire is extinguished. The attendant shall have a garden hose connected to a water supply or other fire extinguishing equipment readily available for use within 10 feet of the recreational fire.

Temporary Cooking Operations

Temporary cooking operations and equipment shall comply with *NFPA 96, The Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations* and *NFPA 58, The Liquefied Petroleum Gas Code.* Any temporary cooking operation using gas-fired or electrical equipment shall require a gas and/or electrical permit. Deep fat fryers, or other appliances having combustible liquids heated by LP Gas, solid fuels or electricity shall be protected by an approved hood fire suppression system, or other approved means of extinguishment in the event of fire.

Portable cooking equipment that is not flue-connected shall be permitted only as follows:

1) Equipment fueled by small heat sources that can be readily extinguished by water, such as candles or alcohol-burning equipment, including solid alcohol, shall be permitted to be used, provided that precautions satisfactory to the AHJ are taken to prevent ignition of any combustible materials.
2) Candles shall be permitted to be used on tables used for food service where securely supported on substantial noncombustible bases located to avoid danger of ignition of combustible materials and only where approved by the AHJ.
3) Candle flames shall be protected.
4) "Flaming sword" or other equipment involving open flames and flamed dishes, such as cherries jubilee or crêpes suzette, shall be permitted to be used, provided that precautions subject to the approval of the AHJ are taken.
5) Listed and approved LP-Gas commercial food service appliances shall be used in accordance with *NFPA 58, Liquefied Petroleum Gas Code*.

Cooking in Tents

Mobile or temporary cooking shall not take place in tents occupied by the public. A method of communicating to emergency personnel shall be accessible for all employees. Mobile or temporary cooking operations shall not block fire department access roads, fire lanes, fire hydrants or other fire protection devices and equipment.

Cooking in Convention Spaces & Exhibit Booths

A plan showing the location of any equipment, including fire extinguishers, shall be submitted with the trade show permit. Cut sheets for each piece of cooking equipment may be required. Each exhibit using cooking equipment may be subject to an individual inspection. Electrical cooking equipment that has been listed in accordance with *ANSI/UL 197*, *Standard for Commercial Electric Cooking Appliances*, or an equivalent standard for reduced emissions shall not be required to be provided with an exhaust system. Equipment not meeting this standard shall be provided with a hood system and fire extinguishing system, as required.

Fryers, grills, griddles, broilers, chain-broilers, and ovens require automatic fire suppression systems and exhaust systems. The use of portable LP gas cylinders shall be prohibited. Portable butane-fueled appliances (listed and approved for commercial use) with a maximum of two, 10-ounce non-refillable containers. The containers must be connected directly to the appliance. Creating a manifold using cylinders is not permitted. The maximum number of stored butane containers is limited to 24 per day and used and unused containers must be removed at the end of each day.

Cooking devices must be separated from the public by at least four feet, or by a substantial barrier between the devices and the public. In addition, a 2-A, 40-BC fire extinguisher must be within 30 feet of all cooking appliances. All fire extinguishers must be properly charged and tagged by a licensed fire extinguisher contractor.

In addition to all building and fire code requirements, cooking within exhibit halls or temporary structures shall also comply with the following sections of *NFPA 101*: *The Life Safety Code, Chapter 13 Existing Assembly Occupancies*:

1) *Special Provisions for Food Service Operations*, and/or
2) *Special Provisions for Exposition Facilities*

Tents, Membrane and Air Inflated Structures

A temporary tent permit is valid for 90 days or less. At the end of a maximum of 90 days, all temporary permits will expire and all structures associated with such a permit shall be removed. Removal of structures from a general area followed by reinstallation under a new permit will not be allowed unless a period of 45 days has passed and a new permit has been approved. (Moving the tent a short distance from the previous installation location will not be accepted until the 45-day period has passed.)

Tents

Tents can be divided into three categories:

1) Pole tent (support poles restrained at the base) – Features a set of poles arranged beneath a fabric structure which support and define the tent's shape. The fabric is tensioned over the poles with ropes attached around the tent's edges. The ropes are then anchored to the ground with stakes or augers. Pole tents cannot have hard side walls or framed door openings.
2) Frame tent – A framework of aluminum pipes that support the fabric roof and define the structure's shape. The rigid framework allows the tent to stand without additional support but, requires the same anchoring system as a pole tent to hold it securely in place, either stakes, augers, or weights. A frame tent shall be assembled with pre-engineered or pre-designed connections.
3) Clear-span tent – Features a framework of I-Beam arches that support the fabric and define the structure's shape. The rigid construction makes clear-span tents suitable for large or long-term applications.
    a) The clear span design allows for large areas of unobstructed space.
    b) A clear-span tent shall be assembled with pre-engineered or pre-designed connections.

Tents greater than 400 square feet require a permit.

1) Tents greater than 400 square feet shall meet the provisions of the *EBC*.
2) Tents 900 square feet and greater shall meet the provisions of both the *EBC* and the *FFPC*.

In addition to the building and fire codes, tents shall comply with *NFPA 102, the Standard for Grandstands, Folding and Telescopic Seating, Tents, and Membrane Structures*.

Any supporting electrical, mechanical/air conditioning or plumbing will require separate permits, as appropriate. See Appendix B – Show Support Criteria

The following items are required to be included with the complete permit application outlined in the Permitting Requirements section:

1) The scope of work including a description of the intended use of the tent or structure shall be provided on the application. (For example: installation of bleachers, cooking and/or eating, air conditioning or heating of the tent, stages, decorations, floor-plan for seating or table arrangements, any floors and their elevation.)
2) Signed and sealed engineered plans and calculations
3) Site Plan (See Appendix C for samples of setbacks to other tents and/or permanent structures.)
4) Floor Plan (See Appendix C for samples of interior layouts and exists.)
5) Certificate of Flame Retardancy - Certificates shall show *NFPA 701, Test Method Two* compliance. *Test Method One* is not acceptable.
6) A site-specific soils report shall be provided for any tent that contains 5,000 or more square feet of area or as deemed necessary by the Building Official. Tents where all stakes or ground anchors are installed through asphalt or concrete are exempt from soils reports.

The following items are requirements for all tents:

1) No tent may be installed in a fire lane or within any pyrotechnic fallout zone.
2) Separation of tents shall be as follows:
   a) Tents up to 15,000 square feet – 15 feet from other tents and 15 feet from permanent structures.
   b) Tents more than 15,000 square feet – 25 feet from other tents and 50 feet from permanent structures.
   c) Exterior covered walkways not exceeding 15 feet in width without sidewalls may be used between tents or structures.
   d) Generators and other internal combustion power sources shall be separated from temporary membrane structures and tents by a minimum of 5 feet and shall be protected from contact by a fence enclosure or other approved means.
3) Tents and membrane structures shall be limited to one story in height, but shall not be limited in number of feet to height.
4) No guy wire or guy rope shall cross any means of egress at a height of less than 7 feet.
5) Tent stakes adjacent to any means of egress from any tent open to the public shall be railed off, capped, or covered so as not to present a hazard to the public.
6) Each side pole shall be securely anchored to an approved earth, concrete, or asphalt anchoring system.
7) Water buckets or barrels are unacceptable for use as ballast.
8) The design is required to comply with wind loading in accordance with *EBC, Chapter 9*.
9) Water buckets or barrels are unacceptable for use as ballast.
10) Occupant loads shall be posted in all tents containing more than 50 people.
11) All exits shall be clearly marked with exit signage; however, open sided tents do not require exit signs.
12) Exit signs shall be illuminated and be provided with a back-up power supply for any tent that contains 750 or more square feet of floor area.
13) Emergency lighting and egress illumination shall be provided for enclosed tents. Travel distance to nearest exit shall not exceed 150 feet.
14) One 10-pound ABC type fire extinguisher shall be present inside each tent for each 1,000 square feet of area and travel distance to a fire extinguisher cannot exceed 75 feet. Additional fire extinguishers and/or additional types of fire extinguishers may be required based upon the actual use of each tent.
15) Structural calculations demonstrating conformance to Wind Load Criteria for Temporary Exterior Structures.

Air Supported and Inflatable Structures

Air supported or inflatable structures erected inside or outside of a structure, that guests may interact or otherwise traverse over, pass under, go through, or come in contact with require a temporary permit. All air supported and inflated structures shall comply with *NFPA 701, Test Method Two*. *Test Method One* is not acceptable. Air supported structures used as amusement devices shall comply with *ASTM F2374, Standard Practice for Design, Manufacture, Operation and Maintenance of Inflatable Amusement Devices.*

The following items are required to be included with the complete permit application outlined in the Permitting Requirements section:

1) Drawings shall indicate the location and layout of the proposed work and whether the structure will have air conditioning.
2) Certificate of Flame Retardancy.
3) Owner's manual to include operation and maintenance requirements.
4) Documentation to demonstrate that any preventive, routine, or other maintenance or inspection requirements have been met, as required in the owner's manual(s).
5) Documentation and/or calculations to demonstrate that the proposed anchoring or ballast meets the District's wind loading requirements. Water buckets or barrels are unacceptable for use as ballast.

Inflation systems shall meet all of the following requirements:

1) Blowers shall be powered by continuous-rated motors at the maximum power required.
2) Blowers shall have personnel protection, such as inlet screens and belt guards.
3) Blower systems shall be weather protected.

4) Blower systems shall be equipped with backdraft check dampers.
5) Not less than two blower units shall be provided, each of which has capacity to maintain full inflation pressure with normal leakage.
6) The blowers shall be designed to be incapable of over-pressurization.
7) The auxiliary blower unit(s) shall operate automatically if there is any loss of internal pressure or if an operating blower unit becomes inoperative.
8) The design inflation pressure and the capacity of each blower system shall be certified by a professional engineer.

Balloons or other inflatable objects shall be secured in such a way as not to block any automatic sprinkler system or fire alarm devices.

Vehicles, Aircraft, Watercraft and Equipment with Internal Combustion Engines

The display of vehicles, aircraft, watercraft or equipment with internal combustion engines, requires a temporary permit. No vehicle or equipment on display shall obstruct any exit, aisle, or hinder the operation of any installed fire protection device. Vehicles and equipment shall meet all of the following requirements:

1) Fuel tanks shall contain half their capacity or 10 gallons, whichever is less and have their filling caps locked or sealed shut.
2) Fueling or defueling inside any building shall be prohibited.
3) All vehicles (internal combustion engines or electric) will have the battery cable disconnected and taped after placement is complete.
4) Vehicles shall not be left with the engine idling inside a structure.
5) Vehicles shall not be moved during exhibit hours.
6) Propane bottles are prohibited.
7) Exhibited products with over 100 square feet of roofed area must be protected with a listed smoke alarm.

Appendix A – Permitting Matrix

	Plan Review Requirements					Inspection Requirements		TCO Requirements
	Fire Prevention	**Structural**	**Non-structural**	**Ride**	**P&E Review (outside events only)**	**290 Building Final Required**	**285 Fire Prevention Final Required**	**TCO required to occupy**
Event Seating Plans								
300 or more occupants	X						X	
General assembly or theater style-seating (no tables)	X		X				X	
Banquet / dining seating (non-fixed seating and tables)	X		X				X	
Exhibitors (booths)								
Single story, no ceiling	No permit required							
Single story more than 300 square feet with ceiling	X	X	X			X	X	X
Multi story	X	X	X			X	X	X
Truss systems, signs and props (hanging elements - not using previously approved facility rigging points)	X	X	X			X	X	X
Vertical partitions or systems (walls - stand alone, self-supported)	X	X	X			X	X	X
Entryway with any attached overhead elements	X	X	X			X	X	X
Grandstands, bleachers, folding or telescoping seating								
Less than 5 risers	No permit required							
5 rows in height or 5' above grade to highest bench seat	X	X	X			X	X	X
Stages and performance platforms								
Up to 30"	No permit required							
Over 30"	X	X	X			X	X	X
Wood / built stages	X	X	X			X	X	X
Pyrotechnics, flame effects, special effects, open flames, candles	PT permit required						X	
Cooking or open flames within an exhibit area, booth or tent	PT permit required						X	
Tents, membrane and air inflated structures								
Greater than 400 square feet	X (fire access only)	X	X		X	X		X
900 square feet or greater	X	X	X			X	X	X
Air supported and inflatable structures			X	X		X		X (with guest interaction)
Vehicles, aircraft, watercraft and equipment with internal combustion engines	X						X	
Temporary structures (subject to wind load criteria)								
Tie down	X	X	X		X	X	X	X
Stairs / ramps	X	X	X		X	X	X	X
Scaffolding	X	X	X		X	X	X	X
DCA building	X	X	X		X	X	X	X
Fence	X	X	X		X	X	X	

Appendix B – Show Support Criteria

When designing for large production shows and multi-day events with multiple venues, it is highly recommended that a design review meeting be scheduled with both the Building Official and the Fire Marshal. These types of events may require additional information and consideration. Typically, these types of productions may require temporary power, such as generators for lighting, audio visual equipment or temporary banquet cooking facilities.

Plan reviews for large events may take longer than usual depending on the complexity of the event and the amount of changes made prior to the event. Providing plans at an early stage helps plans reviewers become familiar with the event.

Electrical Show Power / Event Power

Any event that will require the installation of temporary electrical power shall require an electrical permit prior to installing the equipment. There are two types of temporary electrical power permits:

1) **Show Power** permits are for an event typically held indoors at a hotel, convention center or similar venue where supplemental power including, audio, video, lighting and other power is distributed from the existing electrical power (i.e. plug-in-play). Show Power permits do not require the submittal of any documents, only the digital application via ACA. All work shall comply with the provisions of the *EPCOT Electrical Code (EEC)* and the *National Electric Code*, including, without limitation, the following:
   a) Cords shall be strung and fastened overhead where possible. Cords running across any space subject to travel will be protected so as not to create a tripping hazard.
   b) All splices and terminations shall be made in an approved enclosure.
   c) All electrical equipment or appliances shall be listed and labeled by a nationally recognized testing laboratory for the use intended.
   d) No electrical equipment can be attached to or supported by booth dividers or curtains.
   e) Neon signs erected at 8 feet or lower, in relation to the floor, shall be provided with a Plexiglas shield, such that adequate ventilation and protection of the neon tubing is provided.

2) **Event Power** permits are required whenever a temporary source of power (i.e. service, feeder, generator or similar) is provided. Event Power permits require all applicable documents for a plan review and permit issuance. Drawings shall be supplied indicating the source of power, wiring method, means of disconnect and overcurrent protection. All work shall comply with the provisions of the *EPCOT Electrical Code* and the *National Electric Code*, including, without limitation, the following:
   a) Cords shall be strung and fastened overhead where possible. Cords running across any space subject to travel will be protected so as not to create a tripping hazard.
   b) All splices and terminations shall be made in an approved enclosure.
   c) All electrical equipment or appliances shall be listed and labeled by a nationally recognized testing laboratory for the use intended.
   d) Transformer and supply cords shall be listed and labeled by a nationally recognized testing laboratory.
   e) All splices between supply conductors and transformer primary leads shall be in approved enclosures.
   f) Neon signs erected at 8 feet or lower, in relation to the floor, shall be provided with a Plexiglas shield, such that adequate ventilation and protection of the neon tubing is provided.

All permanently installed wiring on booths or displays shall be in an approved raceway system.

All enclosed temporary spaces with an occupant load more than 50 shall be provided with egress illumination from an emergency power source.

Fire Alarm Requirements

To comply with the *FFPC*, any temporary structure or space containing more than 300 people is required to have a local fire alarm system and public address system with constantly attended location. An alternate method of protection may be approved by the Fire Marshal. A method of notification shall be provided to the Reedy Creek Fire Department.

Fire Suppression Requirements

All temporary structures shall be provided with fire extinguishers in accordance with *NFPA 10*. In convention spaces, any exhibit booth which has a ceiling and exceeds 300 square feet, and all multi-level exhibit booths require fire sprinkler protection. Other temporary structures may require additional fire protection systems up to and including an automatic fire sprinkler system as determined by the Building Official and Fire Marshal.

Temporary Heating, Ventilation and Air Conditioning (HVAC)

HVAC equipment, if installed, shall comply with the *EPCOT Mechanical Code* and the appropriate *NFPA* standards. Duct smoke detectors shall be provided in the supply air stream of any HVAC unit with a capacity greater than 2,000 CFM. Duct smoke detectors shall be provided with remote annunciation and shutdown the airflow into the temporary structure upon detection of smoke.

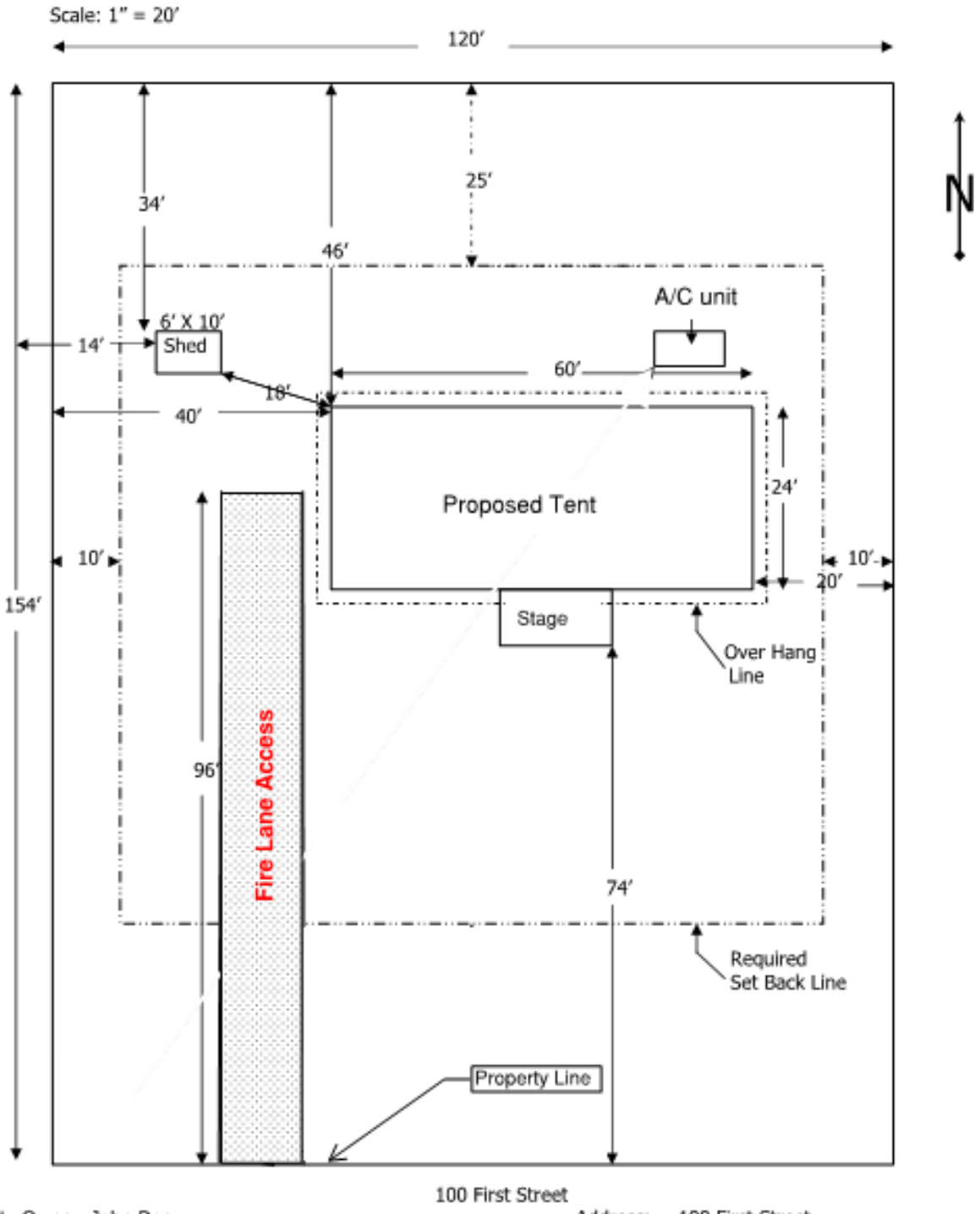
Temporary gas heaters in tents are prohibited. Outdoor temporary gas heaters require approval from the Reedy Creek Fire Department.

Temporary Support Trailers

In accordance with the *EAC*, all trailers, with the exception of construction trailers, as defined by the *EBC*, shall be accessible. Temporary support trailers shall be permitted as a manufactured building in accordance with the *Manufactured Buildings Requirements Policy,* which can be found on https://www.rcid.org/doing-business/building-department/ and the *EBC*. Any temporary support trailer requiring connection to utilities such as electrical, mechanical or plumbing may require separate permits. If the trailer will require hook-up to water and/or sewer, a utility permit shall be obtained from Walt Disney World Environmental Permitting before the District will issue the plumbing permit for the trailer.

Appendix C – Sample Site Plan

EXAMPLE SITE PLAN



Property Owner: John Doe Address: 100 First Street

Name of Preparer: Jayne Doe

THIS PLOT IS TRUE AND ACCURATE:

(Signature of Applicant or Agent) John Doe DATE: 1/1/2006

Appendix D – General Design Information

This appendix includes information that event planners and clients should be aware of when planning for an event within the District. This section includes information, common code requirements and design criteria to help ensure that all events maintain adequate fire and life safety.

Accessibility

Temporary facilities, structures or equipment are required to comply with *EAC 201.3*. Temporary buildings or facilities covered by these requirements include, but are not limited to, reviewing stands, temporary classrooms, bleacher areas, stages, platforms and daises, fixed furniture systems, wall systems, exhibit areas, temporary banking facilities and temporary health screening facilities.

Ramps, lifts, elevators, or other means may be required to meet vertical accessibility requirements. Consult the *EAC* for more detailed information. (Additional information on the *ADA Accessibility Guidelines* can be found at: https://www.access-board.gov/ada/ and ANSI A117.1 at: https://webstore.ansi.org/.)

Accessible Seating Arrangements

Assembly areas shall provide accessible wheelchair seating in accordance the *EAC* and the following:

CAPACITY OF SEATING IN ASSEMBLY AREAS	NUMBER OF REQUIRED WHEELCHAIR LOCATIONS
4 to 25	1
26 to 50	2
51 to 150	4
151 to 300	5
301 to 500	6
501 to 5,000	6, plus 1 for each 150, or fraction thereof between 501 through 5,000
5,001 and over	36, plus 1 for each 200, or fraction there of over 5,000

Wheel chair locations shall be dispersed both horizontally and vertically in accordance with the *EAC*. At least one companion seat shall be provided for each required wheelchair seat.

Stairs, Ramps, Handrails and Guards

Stairs serving stages and platforms shall have uniform risers with a minimum height of 4 inches and a maximum height of 7 inches. There shall be no variation in riser height in excess of 3/8 inch. Treads shall not be less than 11 inches deep. Closed risers are required on any stair intended for use by the public.

Handrails shall be on both sides of stairs located 34 to 38 inches above the nosing of the treads, graspable, extend 12 inches horizontally at the top riser and continue to slope for the depth of one riser beyond the bottom riser, and return to the floor, wall or post.

Ramps shall have a slope not exceeding 1:12. Handrails shall be on both sides of ramp located 34 to 38 inches above the ramp surface, be graspable, extend 12 inches horizontally at the top and bottom, and return to the floor, wall or post.

Any performance platform, event platform or stage that is more than 30 inches in height requires fall protection in the form of guardrails, scenery, props or terracing of the platform to eliminate abrupt drops at the edge. Guardrails are required for the rear half of the perimeter of all stages more than 30 inches in height. Guardrails shall be designed to reject a sphere 4 inches in diameter.

Calculations shall be submitted to demonstrate conformance with the code specified load requirements. When testing data from the manufacturer cannot be submitted, calculations shall be submitted to demonstrate conformance with the code specified load requirements.

Elevators & Lifts

Portable devices necessary to achieve vertical accessibility are required for all areas accessible by the public or that house more than five persons. The installation of portable devices will require a temporary elevator permit. The following items are required to be included with the complete permit application outlined in the Permitting Requirements section:

1) Manufacturer's drawings detailing lift design on all sides, features, driving means, suspension and support means, platform size, speed, capacity and amount of vertical travel.
2) All electrical requirements for the device.
3) Details showing all safety switches, directional stopping devices, final terminal stopping devices and type of safeties, when provided.
4) Details showing operating devices and control equipment.
5) Manufacturer's operating manual detailing setup, operation, maintenance, testing and emergency evacuation.
6) Detailed drawings showing placement of portable lifts and the surrounding area, which shall include guarding of the upper landing when the lift has left the floor.
7) An attendant shall be provided to operate the lift whenever the lift is in use.

Decorative Materials

No decorative material shall be used that will ignite and allow flame to spread over the surface when exposed to flame. Decorative materials shall meet the following guidelines or shall be prohibited.

1) All woodwork, stage seating, furnishings, decorations and sets used upon a working permanent or temporary stage, or within an exhibit, shall be coated or treated by a method approved by the District to render them fire retardant.
2) All fabrics, films, draperies, curtains and similar furnishings shall be flame resistant as demonstrated by testing in accordance with *NFPA 701.*
3) Acoustical and decorative material including, but not limited to, cotton, plastics, foamed plastic, cardboard and paper, artificial foliage, wood and thatch shall be fire-retardant treated.
4) Any material that cannot be successfully treated with fire retardant spray shall be prohibited.
5) Documentation of fire retardant treatment shall be submitted with the permit application.
6) The use of Styrofoam products is limited to foam display boards.
7) Flammable liquid or hazardous chemicals are prohibited.
8) Any material that is used overhead that may impede the function of an automatic sprinkler system shall be made of a permeable material or open strip construction when installed inside a building.

Truss Systems, Signs and Props

Interior trusses, signs or props under which people pass, or that are subjected to atypical loads may require a permit. Examples of normal loads not requiring a permit may include simple entry arches, lights, speakers and other theatrical elements commonly found in entertainment venues. Exterior trusses, signs or props associated with an event shall be subject to wind loading and may require a permit based on size or complexity.

The installation of temporary signage, banners, production equipment, etc., which requires attachment to the building or the building infrastructure (catwalks, handrails, balconies, sprinkler pipes, etc.), is strictly prohibited unless specifically approved by the Building & Safety Department. The removal of any existing building structure to accommodate any signage, banner or production equipment is prohibited.

All suspended elements must conform to the *EBC* and facility limitations. All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural engineer's seal of approval. Care must be taken to use only rated rigging hardware when designing, constructing or purchasing such items. When structural engineer's seal of approval is required, the working load limit (WLL) for all hardware shall be listed on the drawings.

Rigging plots, drawings, blueprints or engineer's certification, when requested, shall be permitted a minimum of three weeks (21 days) in advance of the first move-in day for show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show the booth outline with aisles marked for reference. All points where nylon slings are used will require a steel safety cable. Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension shall be prohibited.

Seams

When using cloth material, seams need to be double stitched on the top and bottom. Heat seam is only acceptable when hanging lightweight vinyl drape. If vinyl drape is to be used as a drop down for a sign or banner and includes a bottom batten to attach the foam core, closed-cell PVC or cloth/vinyl banner, double stitching is required on the vinyl drape due to weight considerations and possible failure of the heat seam.

Adhesive

Adhesive tape shall not be used in lieu of proper anchoring of signs, banners or decorations. Window clings and materials that do not stain or damage wall surfaces are acceptable.

Exterior Banners

Banners to be installed on the exterior of the building must be designed with the following elements in mind:

1) The banner must be constructed of a material that allows the wind to flow easily through it. If the banner is made of vinyl, construction wind pockets must be cut into the banner. The use of a 70% mesh material for banner construction is recommended.
2) Banners must have grommets horizontally along the top and bottom of the banner at a minimum of 18 inches to 2-foot intervals.
3) If the banner is 8 feet tall or greater, banners must have grommets vertically placed along both sides of the banner at a minimum of 48 inches.
4) All edges of the banner will be folded over, glued and double stitched and preferably webbing-reinforced before installation of the grommets. All mesh banners must be webbing-reinforced in between all folds before grommet installation.
5) The grommets in the corners will be reinforced due to this area handling most of the stress in the banner.
6) Banners must be made of lightweight materials.
7) The material should be water-resistant so there will not be a substantial increase in weight when the banner becomes wet.
8) All banners are subject to removal without notice in the event of a severe weather notice or situation.
9) When required to be engineered, structural calculations are required to demonstrate conformance to the Wind Load Criteria for Temporary Exterior Structures section.

Hardware

1) When structural engineer's seal of approval is required, the working load limit (WLL) for all hardware shall be listed on the drawings.
2) The manufacturer of rigging hardware must be legally liable for its products in the continental United States.
3) All wire rope slings 3/8 inches and larger must be certified and proof-tested to twice their working load limit.
4) Flemish eye construction is preferred for all wire rope slings 3/8 inches and larger.
5) Substitute hardware may be reviewed on a case-by-case basis.

Manufactured or Custom Built Signs

1) All signs must be well-made and in good condition to be suspended.
2) All drawings, diagrams, etc. must be submitted at least three weeks (21 days) in advance of the event.
3) All signage is subject to onsite inspection for final approval.
4) An engineer's certification may be required by the District.
5) All hardware and equipment must be approved for the use intended.

Scaffolding

Scaffolding installed in accordance with the manufacturer's recommendations or engineering shall be submitted. When scaffolding has scrim on it or is sitting on top of or suspended from an existing roof or elevated floor structure or connecting to an existing structure for lateral stability, scaffolding shall be designed using an ultimate design wind speed of 94 mph to determine wind loads.

Vertical Partitions or Systems

Interior partition walls having perpendicular, intersecting walls within 25'-0" of one end shall be considered prescriptively acceptable to meet the load requirements pending the following criteria is met (See Figure 4.2 in Appendix E for more information):

1) The perpendicular wall length shall be greater than or equal to the height of the wall.
2) When the perpendicular wall length exceeds twice the wall height, an intersecting wall equal to the wall height shall be provided at the free end.
3) Wall is only supporting its self-weight (wall frame, sheathing & finishes).
4) Wall limited to 10'-0" tall using the prescriptive layout.

Vertical partition systems shall not hinder the means of egress by extending travel distance or creating dead ends. Corridors formed by temporary walls shall be a minimum of 6 feet in width. Rooms created with vertical partitions with an enclosed area of more than 750 square feet for conference rooms and 500 square feet for banquet or reception type rooms shall have a minimum of two exits. This could result in exits on opposite sides of the room or area.

When an air wall with exit doors is used as the second exit, an additional air wall shall also be installed to create an exit corridor separated from all other rooms or areas. Once these corridors are created, they cannot be used for any storage including chairs, tables or serving equipment. No obstructions of any kind will be allowed within these spaces.

Wind Load Criteria for Temporary Exterior Structures

Wind loads on temporary buildings and other structures shall be designed using an ultimate design wind speed of 94 mph.

Appendix E – Explanatory Figures

Tables and Chair Configurations
Figures 1.0 – 1.5

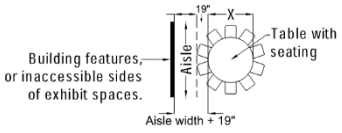


Figure 1.0: Seating at Tables
Banquet Style Configuration
Minimum allowable distance from table edges to building features or inaccessible sides of exhibit spaces for tables with seating, regardless of table size or shape. A 19-inch chair depth is assumed.

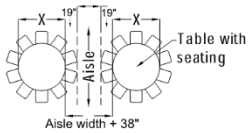


Figure 1.1: Seating at Tables
Banquet Style Configuration
Minimum allowable distance between table edges for tables with seating on both sides of an aisle, regardless of table size or shape. A 19-inch chair depth is assumed.

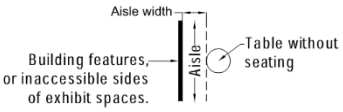


Figure 1.2: Tables Without Seating
Minimum allowable distance from table edges to building features or inaccessible sides of exhibit spaces for tables without seating, regardless of table size or shape.

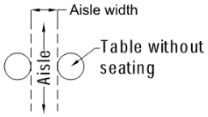


Figure 1.3: Tables Without Seating
Minimum allowable distance between table edges for tables without seating, regardless of table size or shape.

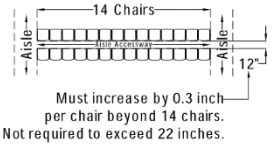


Figure 1.4: Seating Theater Style Configuration
Minimum allowable distance between rows of chairs measured from chair fronts to chair backs. A 19-chair depth is assumed.

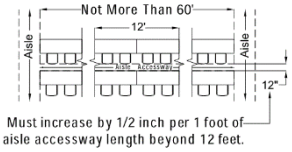


Figure 1.5: Seating at Tables
Classroom Style Configuration
Minimum allowable distance between chair backs and table edges is 12 inches. A 19-inch chair depth is assumed. Maximum allowable travel distance from any seat to the nearest aisle along an aisle accessway is 30 feet.

Fire Equipment Clearance
Figures 3.0 – 3.1

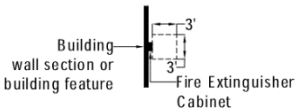


Figure 3.0: Fire Extinguisher Cabinet Clearance
Minimum required clearance for access to fire extinguisher cabinets.

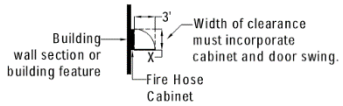


Figure 3.1: Fire Hose Cabinet Clearance
Minimum required clearance for access to fire hose cabinets.

Mixed Configurations
Figures 4.1 – 4.1

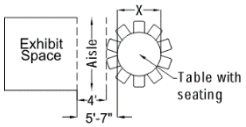


Figure 4.0: Exhibit Spaces Adjacent to Seating at Tables
Minimum allowable aisle width between exhibit spaces and seating at tables. A 19-inch chair depth is assumed.

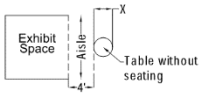


Figure 4.1: Exhibit Spaces Adjacent to Tables Without Seating
Minimum allowable aisle width between exhibit spaces and tables without seating.

Exhibition Configurations
Figures 2.0 - 2.2

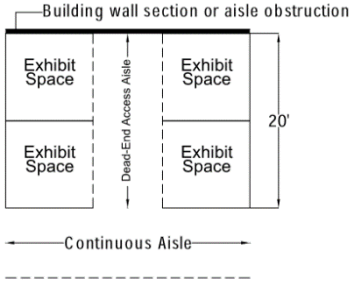


Figure 2.0: Exhibition Aisles
Dead-End Access Aisles
Maximum allowable length of a dead-end aisle.

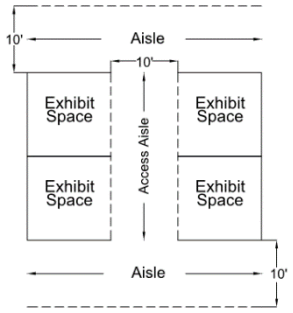


Figure 2.1: Exhibition Aisles
Minimum allowable aisle width where the interiors of the exhibit space are accessible from the aisle.

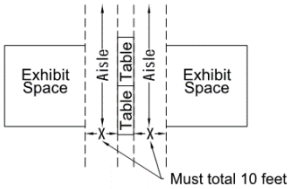


Figure 2.2: Exhibition Aisles
Tables and other items may be placed within exhibition aisles provided that 10 feet of net width is maintained between exhibit spaces. However, no portion of the aisle may be less than 3 feet wide.

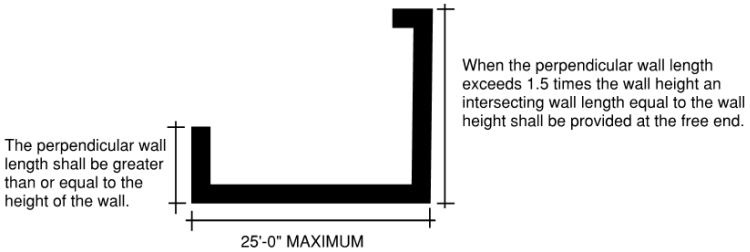


Figure 4.2: Temporary Interior Partition Prescriptive Wall Layout (Plan View)