

	STANDARD OPERATING PROCEDURE BUILDING & SITE DEVELOPMENT	Number: 240.1
Approval: Yves Khawam 		Effective Date: July 25, 2005
Subject: Permitting requirements for membrane structures		Page 1 of 3

1.0 PURPOSE:

This document delineates permitting requirements for membrane structures (tents and canopies).

2.0 REVISION HISTORY:

Updated 12/18/2009 to delete fee items for alignment with new fee ordinance. Changed SOP number from 110.2 on 12/30/10. Updated on 01/23/13 to reflect that fire department approval should not be picked up by inspector on site. Updated on 6/25 to better align commercial requirements with code.

3.0 PERSONS AFFECTED:

Permitting staff, inspection staff, fire districts and public at large.

4.0 ADMINISTRATIVE POLICY:

4.1 Requirements for all membrane structures

All membrane structures installed within unincorporated Pima County require both a Pima County zoning permit and contacting the fire department or district having jurisdiction to inquire as to other applicable requirements.

4.1.1 Non-commercial zones

Applications for membrane structures installed on properties zoned non-commercial may be reviewed on a walk-through basis subject to meeting zoning setback, height and use requirements.

4.1.2 Commercial zones

Applications for membrane structures equal to or less than 2,000 square feet located on a commercial site for which there is an existing permitted commercial use or development concept permit in effect, may be reviewed on a walk-through basis subject to meeting zoning setback, height and use requirements.



Applications for membrane structures over 2,000 square feet located on a commercial site shall require a site construction permit or a temporary use permit. This is a time consuming process and requires advance planning.

- 4.2 Membrane structures up to a maximum of 400 square feet or 900 square feet if open on a minimum of two sides

Membrane structures where the area does not exceed 400 square feet, or 900 square feet if open on a minimum of two sides, are exempt from building code requirements if there is no electrical equipment associated with the installation.

- 4.3 Membrane structures not exempt from building code requirements

- 4.3.1 Building permitting requirements

Permitting for membrane structures not meeting the exemption based on square footage under Section 4.2 shall require the following information:

- Site plan showing location of membrane structure and proximity to other structures and lot lines
- Square feet and overall dimensions of membrane structure
- Occupancy group of membrane structure (mercantile, assembly, etc.)
- Number of days that membrane structure is to be erected

Furthermore, membrane structures erected for 180 days or more shall require a full structural design and periodic Special Inspection approvals to be submitted to Pima County every 180 days as long as the structure remains erected.

- 4.3.2 Electrical permitting requirements

All electrical installations require Building Safety & Sustainability electrical permitting, with the exception of power for amusement devices and carnival rides in place on a site for fewer than 30 days and not connected to a utility company's facilities. Please provide a drawing or list of all electrical equipment to be energized, conductors used, and details regarding service equipment including site-generated power for all installations that exceed 72 hours of use. Installations to be used for fewer than 72 hours will not require a drawing or list of equipment used and will only require field inspection.

- 4.3.3 Outdoor lighting permitting requirements



All lighting associated with membrane structures where the use exceeds thirty calendar days in a year shall require demonstrated compliance with the Outdoor Lighting Code. Lighting associated with membrane structures where the use does not exceed thirty calendar days in a year shall be deemed compliant when lights are turned off in accordance with the curfew times for display lots listed in the Pima County Outdoor Lighting Code. Outdoor lighting area for site may be determined using MapGuide at <http://gis.pima.gov/maps/mapguide> and curfew times may be obtained from the Outdoor Lighting Code available at www.pima.gov/developmentservices.

5.0 DEFINITIONS:

Not applicable.

6.0 RESPONSIBILITIES:

It is the responsibility of the applicant, membrane structure company and property owner to ensure that a permit is issued by Pima County prior to initiating the erection of any membrane structure. It is equally the responsibility of same to ensure that occupancy is approved prior to occupying the membrane structure for any event.

7.0 PROCEDURES:

A permit for a temporary membrane structure (erected for fewer than 180 days) may be obtained from Pima County Development Services on a walk-through basis subject to meeting the zoning requirements listed in section 4.1.

Following permit issuance, a building inspection will need to be requested by calling the number listed on the building permit. The building inspector shall determine compliance with the permit and will verify compliance with accessibility requirements including stable, firm and slip-resistant pathways (i.e., paved, compacted/smooth, plywood), ramps, rails, guards, parking and bathroom facilities.

Approval from the responding fire department will also need to be emailed to building.safety@pima.gov or dropped off at 201 N. Stone Ave prior to release of certificate of occupancy.