
Temporary Use Packet

(Permit & Development Center - Community Development Department
& the City of Des Moines Fire Department)

Packet Information Includes:

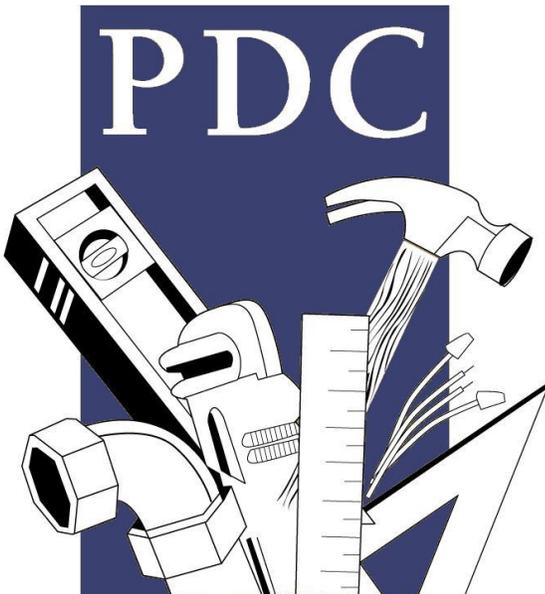
- Explanation of Temporary Use Process – Overall Department Process
- Explanation of Temporary Use Process – Presubmittal Checklist
- Explanation of Temporary Use Process – Submittals & Requirements
- Applicant's – Event Approvals Application Form

Questions:

- Zoning Requirements, Permit and Development Center: 515-283-4200
- Building Requirements, Permit and Development Center: 515-283-4200
- Fire Prevention Bureau: 515-283-4240
- License Requirements, City Clerk's Office 515-283-4500

Governing Code Sections:

- 2015 International Building Code Administrative Provisions (<http://www.dmgov.org>)
 - 2015 International Fire Code - (<http://www.dmgov.org>)
 - City of Des Moines Municipal Code – Chapters 14, 26, 46 (<http://www.dmgov.org>)
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Temporary Use Packet

Overall Multiple Department Process

The purpose of this handout is to guide the applicant through the City's approval and permit process for temporary uses that exceed 49 occupants (people). An overview of the various steps and City Departments the applicant is responsible to contact is outlined below. The entire City process may take an estimated 3 weeks to 3 months; the longer timeframe is dependant on whether a Building Permit from the Building Department is required for the event and if necessary information is accurately and timely provided.

LICENSING:

An Entertainment Venue license issued by the City Clerk's office is required for temporary uses in buildings not classified for such uses. Other permits/licenses such as a liquor license may also be required for the temporary use to legally operate. For additional process information contact the City Clerk's Office at 515-283-4209.

WHEN IS A PERMIT REQUIRED?

If the applicant is planning an event in a building that does not have a Certificate of Occupancy indicating the occupancy of the proposed event, issuance of an Entertainment Venue license and approval from several City departments will be necessary. Permit history for buildings in the City of Des Moines is available from the Permit and Development Center.

IS A LICENSED DESIGN PROFESSIONAL REQUIRED?

Please contact the Permit & Development Center at 515-283-4200 for more information regarding whether or not an Iowa licensed design professional is required for the project.

DETERMINING WHO YOU NEED TO CONTACT:

The applicant will need to contact various city departments including:

Permit and Development Center (PDC)	602 Robert D Ray Drive	Phone: 515-283-4200
Fire Prevention Bureau (FPB)	2715 Dean Avenue	Phone: 515-283-4240
City Clerk's Office	400 Robert D Ray Drive	Phone: 515-283-4209

PERMIT & DEVELOPMENT CENTER, AND FIRE DEPARTMENT PROCESS

STEP 1: The applicant will need to contact Permit and Development Center staff to determine if the location for the temporary use and related activities are permitted by the Zoning Ordinance and if the building is eligible for temporary use.

STEP 2: At least 30 days prior to the event:

- Apply for an Entertainment Venue License with the City Clerk's office. The Entertainment Venue License will be issued after all submittals have been reviewed and inspections approved.
- Apply for Liquor License with City Clerk's office if alcohol will be consumed.
- Submit description of event and building plans to the Permit and Development Center.
- Pull permits for alterations to the space.

Additional information may be required for any generators, bleachers, and stages proposed to be used during the event. You will need to submit engineered structural plans and calculations for bleachers and stages. Permit and Development Center approval must be obtained prior to the Fire Prevention Bureau accepting an application for other applicable permits.

STEP 3: After completing steps one and two, additional permits/requirements may be required from the Fire Department, permits may include, but are not limited to: pyrotechnic permits, tent permits, and fire watch requirements.

Once PDC and FPB approval has been obtained and all required permits issued, the space must be made to comply with all PDC and FPB requirements. The applicant must call both the PDC and FPB for inspections at least 3 working days prior to the start of the event. Final approvals from both are required prior to occupancy.

STEP 4: After passing all inspections, Permit and Development Center, and Fire approval will be given for the event and the Entertainment Venue License. The temporary use cannot legally take place until all approvals have been granted and permits/licenses have been issued.

Contact the City of Des Moines Permit and Development Center for use of this document at 515-283-4200.



Temporary Use Packet

Pre-Submittal Checklist

The purpose of this pre-submittal checklist is to assist the applicant in assembling information that city staff will need for approvals and permits. The applicant is strongly advised to complete this step before signing any leases and / or agreements, so it can be verified if the use is allowed and which code requirements apply.

- Determine if there are any zoning limitations or requirements that may restrict the proposed event (Step 1 from previous sheet). This information may be obtained from the Permit and Development Center located in the Armory Building. (602 Robert D. Ray Drive).
- Research the building permit history to determine occupancy classification for the event location. The applicant may obtain copies of previous permits and any applicable certificates of occupancy (CO's) at the Permit and Development Center located in the Armory Building at 602 Robert D. Ray Drive. The applicant should obtain copies of any certificates of occupancy found in these records.
- Compile detailed information regarding the type and duration of event being proposed. (INFO will be necessary for City Staff Review)
- Determine the total number of occupants (people – including service personnel) attending the event.
- Determine whether the building has a fire sprinkler system, fire alarm system, and/or emergency exit lighting.
- Create a scalable floor plan of the building with event layouts and area uses labeled (aisle ways, tables, stage location, generators, bathrooms, etc). PDC staff will determine if an Architect is required for the project based on the size and scope of the event. Be sure to accurately depict the floor layout of the proposed event. The floor plan should take into account whether the following are proposed and where they will be located:
 - Identify the path of egress, all exits, exit sign locations and emergency lighting.
 - Determine if generators will be needed for the event.
 - Determine if interior finishes / decorations are proposed for the event. If so, provide a list of the proposed finishes, decorations and/or props including information on the flame spread and smoke development ratings.
 - Determine if any stages are proposed for the event.
 - Determine if cooking areas (other than existing kitchens) are proposed. The location of heating sources must be noted on the floor plan layout (examples: gas, propane). These areas may not be located in a building, and must be 10 feet away from the building (including eaves) and 4 feet from vehicles.
 - Determine if tents and other temporary structures are proposed.
- Determine if any type of open flame, pyrotechnics, or fireworks are proposed at the event.
- Determine if valet parking arrangements are proposed for the event.
- Determine if any event security is proposed for the event.

Contact the City of Des Moines Permit and Development Center for use of this document at 515-283-4200.

The purpose of this document is to properly evaluate buildings and applicability of adopted Building and Fire Codes for structures in which temporary uses are proposed without obtaining a permanent change in occupancy (use of building) which would necessitate a new Certificate of Occupancy (CO).

TEMPORARY USES:

Chapter 14 Article VI of the Municipal Code allows the use of structures (buildings) for temporary purposes. To allow temporary uses in structures that do not have a CO for such use, an Entertainment Venue License must be obtained for the building prior to the event. **Unless further restricted by zoning limitations (see step 1), a structure may only be used for a maximum of four (4) 72 hour events per calendar year through the Temporary Use process, as outlined in this handout.**

The number of occupants (people) the event is capable of holding will determine the necessary minimum life safety and building code requirements. Anyone wishing to hold more temporary use events in a structure than prescribed above will need to submit the necessary construction plans for a permanent change of occupancy. If the structure/facility will be used more frequently than 4 times per calendar year, contact the Permit and Development Center (515-283-4200) as soon as possible.

- Buildings with multiple stories or floors may require additional review and permitting.
- After the building's 4th event – a meeting with the applicant and both the Fire Department and the Building Official (or designee) shall be scheduled to discuss desired direction of building in terms of temporary uses.

MINIMUM CODE REQUIREMENTS:

The occupant load determines the minimum level of life safety features that must exist in a building for a temporary use. Occupant load thresholds will be determined by using the adopted International Building Code (IBC). All fire code requirements are from the adopted International Fire Code (IFC).

Buildings must have the following features to be eligible for a temporary use event:

- Protected by an automatic fire sprinkler system.
- Adequate numbers of exits and exit width for occupant load.
- Panic hardware on exit doors.
- Adequate exit signage and emergency lighting.
- A “no-step” accessible entrance: minimum 32” door width, maximum ½” threshold, level landings on each side, and ramps as needed to access all occupied areas.
- A “no-step” accessible route to the area of primary function.
- At least one accessible restroom.

MINIMUM SUBMITTAL REQUIREMENTS:

Greater detail and code information will result in quicker review turnaround. Depending on the scope of work, permit drawings certified by an Iowa licensed Architect may be required. The Entertainment Venue License and the maximum occupant load must be posted in a location visible to the public.

Floor Plan Shall Include:

- Complete, scaled, dimensioned floor plan identifying all areas and uses.
- Occupant load total calculation – anticipated number of occupants.
- Exiting analysis to include:
 - Door schedule identifying all door sizes and hardware (panic/lever action).
 - Identify number and width of exits provided.
 - Identify travel distance to exits.
 - Identify door swing on all existing doors.
- Identify location of emergency lighting.
- Identify location of illuminated exit signs.
- Identify location and number of restrooms:
 - Provide combination of existing facilities, port-a-johns with sanitation station, or comfort stations.
 - Identify fixtures present and dimensions of restrooms.
- Identify location of accessible entrance, accessible routes, and accessible restroom.
- Provide information concerning interior decorations and finishes that identify flame spread ratings and smoke-developed indexes.
- Provide an evacuation plan.

Definitions:

Permit and Development Center (PDC): This department enforces building codes and other development related ordinances by reviewing building and site plans for compliance, issuing permits, inspecting construction, and issuing certificates of occupancy or certificate of zoning compliance.

Event: For the purposes of this process, an event is defined as a gathering of people that exceeds 49 occupants in a building where the floor plan is changed to accommodate the event **OR** where the use is not an extension of the existing occupancy (example book signing event at book store with ‘retail occupancy’).

Occupancy: This refers to the occupancy classification of a building or structure per the IBC. Examples include Type B (business/office), M (mercantile), A (assembly), etc; per Chapter 3 of the International Building Code.

Entertainment Venue: Any structure, or portion thereof that is used for the gathering of persons for the purpose of entertainment for no more than four three-day periods per year. Temporary use and structures are governed by Section 108 of the International Building Code Administrative Provisions. Any structure used for more frequent gathering of persons for the purposes of entertainment shall be considered as permanent and subject to the building code, zoning, and fire code requirements of this Code applicable to such permanent use. See City of Des Moines Municipal Code Chapter 14 Article VI for further information.

Entertainment Venue License: A license issued by the City Clerk’s office which allows a facility to be used as an Entertainment Venue.

Amusement House: Amusement house means any house, building, premises or any other structure or portion thereof, whether temporary or permanent, open to the public to tour or move through for purposes of amusement or fright and which contains a device or system that conveys passengers or provides a walkway along, around, or over a course in any direction so arranged that the egress path is not readily apparent due to visual or audio distractions or is intentionally confounded or is not readily available due to the nature of the attraction or mode of conveyance through the house, building, or structure. See City of Des Moines Municipal Code Chapter 14 Article VI for further information.

Amusement House License: A license issued by the City Clerk’s office which allows a facility to be used as an Amusement House.

Use: This refers to the type of activity in a commercial unit/space. Examples include bar, office, medical office, retail, restaurant, spa, etc.

Contact the City of Des Moines Permit and Development Center for use of this document at 515-283-4200.



Temporary Use Packet Event Approvals Application

Please indicate the number of events per current calendar year (4 events max.): _____

Event Name: _____ Number of Occupants: _____

Applicant's Name: _____ Phone: _____

Applicant Address: _____ City: _____ ZIP _____

Applicant's Email: _____

Address of Building / Event: _____

Proposed Type of Event Planned: _____

Event Dates: From _____ To _____

STEP 1: ZONING

Decision: Approved Approved with Conditions Denied
Requires: Sound Permit Sign Permit Use Permit (Sec: _____)
Food Sales/Outdoor Cooking, if proposed: Allowed Denied N/A

Zoning Department Representative Date

Notes to Other Staff / Conditions: _____

STEP 2: BUILDING SAFETY PERMITS REQUIRED

Building Electrical Mechanical Plumbing No Permits Required

If Yes, Permit Includes:

Generators: Bleachers: Stage:

Additional Permit(s): _____

PDC Permit Type & Number: _____

Permit & Development Representative Date

STEP 3: FIRE DEPARTMENT PERMITS

Fire watch required: Yes No

Additional Fire Department Permits Required:

Use of Fireworks or Pyrotechnics Yes No

Use of Tents/Canopies Yes No

Other Conditions:

Fire Department Representative Date

Contact the City of Des Moines Permit and Development Center for use of this document at 515-283-4200.