

## STAGES AND PLATFORMS

Effective June 1, 2015, Stage and Platform permits must be submitted electronically through the Standard Plan Review process using E-Plan. ***Please note:*** *E-Plan permit applications shall be submitted by an Illinois licensed Architect, Structural Engineer or City licensed Permit Expediter.*

**A Stage** is a raised area used for entertainment, deliberation, worship, amusement, ceremonies or similar uses utilizing overhead lighting, hanging curtains, drops, hanging speakers, hanging scrims, hanging scenery or roof structure. These rules are applicable to Outdoor Stages. **A Platform** does not incorporate any overhead lighting hanging curtains, drops, hanging scenery, overhead stage effects/equipment or roof structure.

Stages and platforms greater than 24" in height above grade level require a building permit. The following items are required for permit submission:

1. The applicant shall be an ***Illinois-licensed Architect, Structural Engineer or a City-licensed Permit Expediter***. Application and associated documents are submitted online using E-Plan. Temporary Stage and Platform permits must be obtained prior to the stage erection and at least two weeks prior to the date of the event.
2. Drawing set sealed and signed an Illinois-licensed Architect or Structural Engineer containing:
  - **Site Plan** – Drawn to scale (architectural or engineering scale is acceptable) and include the following information: A signed and sealed professional of record statement indicating the structure complies with the City of Chicago Building Code sections 13-52-210, 13-96-490 and 13-96-610 for temporary structures and specifically meets the 100 PSF live and 10 PSF dead load requirements.

### **Stage and Accessory Technical structures**

- Indicate and dimension the stage and stage loading area.
- Show any lighting, camera, speaker, electronic display panels or sound delay towers on the site plan.
- Indicate a minimum of two remotely located 36" wide exit stairs or ramps with handrail height of 32"-38" above the nosing of the stair treads. Tread and riser dimensions must meet the Chicago Building Code
- Indicate the structural live load capacity on each stage and platform.
- Indicate the location of fully charged (ABC general purpose) type fire extinguisher(s) immediately adjacent to the stage for emergency use by the stage crew.

### **Seating Areas**

- If fixed seating is provided, show the layout of seating, number of rows, the location and width of aisles and exits. Include the maximum seating capacity at each location.
- Indicate handicapped accessible seating and companion seats. Indicate raised platforms (with access ramps or platform lifts) for handicapped accessible viewing.
- Indicate where plastic or metal ground cover panels will be used.

**Auxiliary Structures/Circulation Paths/Fencing**

- Show the location and number of toilet facilities. Indicate accessible toilet stalls and wash stands.
- Show and locate all event temporary structures, booths, tents, etc.
- Show all site circulation paths, parking, roads proposed barriers and fencing.

**Provide Stage Plan/Framing Plan and Elevations** showing the stage and any related lighting towers, speaker towers or structure to carry awnings, roof coverings or curtain assemblies. Include structural framing plans and details. Indicate how the structure will be anchored to the ground surface. Show any counterweight assemblies and call out the weight of these assemblies in pounds. Indicate how counterweights will be anchored or tied back to stage structures. Indicate how anchors are tied or ganged together. Provide details as required. Show stairs, guardrails, fences, fire extinguisher locations etc.

**Provide High Winds Action Plan** State the design wind speed limit for the stage covering and related structures, the wind speed or time interval prior to the arrival of a storm the stage and surround area must be evacuated, stage roof coverings and related structures brought down to stage level or completely dismantled. The High Winds Action Plan shall be included on the Cover Sheet of permit drawings AND as a separate document kept permanently at the weather station for the duration of the planned event.

3. **Provide a Weather Station /Anemometer** on or immediately adjacent to the stage when the highest point of roof or truss system is greater than twenty feet above grade. This shall include a wind anemometer mounted at the highest portion of the stage structure and be capable of providing an accurate read-out of the moment-to-moment wind-speed at the top of the stage. The anemometer shall have a hardwired connection to the stage weather station. A laptop computer and screen or other electronic device capable of providing a wireless internet connection to the stage weather station. A laptop computer and screen or other electronic device capable of providing a wireless internet connection to an appropriate weather site with Doppler radar display of the Chicago area such as the US Weather Service website shall be provided at the weather station. The weather station and anemometer must be located on the permit plans. Please Note: Where the event and stage(s) will be located in a stadium equipped with its own weather monitoring facilities and anemometer this requirement may be waived provided that the designated safety officers and stage crew will receive and use weather data from the stadium weather facility for the duration of the event.
4. **Provide a completed Tent, Canopy and Platform Application Form.** The description of work on the permit application shall include the quantity and size of each stage/platform. Identify the name and contact information of the Designated Safety Officer(s) authorized by the event promoter to implement the *High Winds Action Plan*.
5. **Provide a signed letter from the Promoter/Production Company** hosting the event on company letterhead. The letter shall state the name and contact information (cellphone numbers and e-mail addresses) of the Designated Safety Officer(s) authorized by the promoter/production company hosting the event and a statement that the safety officer(s) will be onsite in attendance

for the duration of the event and will continuously monitor the Weather Station and be prepared to implement the *High Winds Action Plan* if required.

6. **Wind Resistance Calculation** showing compliance with Chicago Building Code section 13-52-310.
7. **Stage and Platform Product Data** information specifying materials and connections.
8. **A Signed Aldermanic Acknowledgement Letter** illustrating the Alderman's approval of the proposed temporary structure and its location.
9. **Flame Spread Certificate** for structures that contain any fabric materials (curtains, roof coverings, stage curtains, scrims, etc.) The flame spread certificate shall confirm the material is in conformance with NFPA 701
10. **No Propane or Liquefied Gas Containers** allowed on or adjacent to stages. Drawings shall verify and confirm if these containers are present the will not be located on or adjacent to stage structure.
11. **Fireworks and Pyrotechnical Devices** are NOT permitted without Fire Department Approval and Inspection.
12. **Park District Approval Letter** shall be provided for all stages located on City of Chicago Park District Property.
13. **Department of Buildings Stage Fees** are assessed per Chicago Building Code Section 13-32-310 (A) and (C). Department of Buildings Stage/Platform Fee calculation:  
**Construction Factor** of \$0.10 X **Scope of Review Factor** of 0.5 X **Area of Stage/Platform** (in square feet) = DOB Tent Fee (Minimum of \$250.00)  
 Per Section CBC 13-32-302 Additional fees not included in calculation of permit fee include Zoning Fees. This requires an additional \$75.00 per stage/platform permit.

**Total Stage/Platform permit fee = DOB Tent Fee total (calculation above) + Zoning Fee (\$75.00)**

#### **REINSTATEMENT PERMITS**

1. A temporary Stage and Platform permit can be reinstated for up to 5 years.
2. Permit must utilize the same stage sizes, details, quantity and location, site plan, profession of record, stage contractor and event promoter
3. Provide a copy the previous permit certification AND Department of Buildings stamped approved plans.
4. Provide the following items for the current event: Tent, Canopy and Platform permit application, High Winds Action Plan, Signed letter from Event Promoter/Organizer, Wind Resistance Calculation, Signed Aldermanic Acknowledgement Letter, Flame Spread Certificate and Park District Approval Letter (if located on Park District Property).
5. Reinstatement Stage/Platform permits are not eligible for permit fee reductions or waivers.