

TEMPORARY ASSEMBLY PERMIT INFORMATION SHEET

Building Inspections Office

320 E. Jefferson Blvd.
Dallas, TX 75203
(214) 948-4480 – Main
(214) 948-4511 – Fax

Contact People

Ann Hamilton
Ved Gupta

Dallas Fire-Rescue Department

Fire Marshal's Office
1551 Baylor St. #400
Dallas, TX 75226
(214) 670-4319 – Main
(214) 670-4324 – Fax

Contact People

Officer Keith Wilson
Lt. Dwight Freeman

Office of Cultural Affairs

Majestic Theatre
1925 Elm Street, Suite 400
Dallas, Texas 75201
(214) 670-3687 – Main
(214) 670-1404 – Fax

Contact Person

Rhonda Ivery

Consumer Health Division

7901 Goforth Road
Dallas, Texas 75238
(214)-670-8083

Contact Person

Abraham Bernal

Process for requesting a Temporary Assembly Permit for use inside a facility that is not approved for “assembly” occupancy. Process must begin **at least 45 days** in advance to provide ample time for review and coordination amongst city departments.

The following information will need to be submitted:

- Completed Temporary Assembly Permit Application
- Copy of Certificate of Occupancy (if applicable)
- Submit two (2) sets of the following drawing documents drawn to a standard scale and fully dimensioned:
 - Floor plan of the entire tenant space showing the areas to be occupied with each room identified as to its use.
 - Floor plan of the entire tenant space showing the areas in square feet of each different floor area to be occupied.
 - Identify seating and dance areas, type of seating, standing room areas for lines and business or circulation areas. Include all specific details of the layout for the event (stages, vendor area, sitting area, etc.)
 - Identify all exits, locations of fire extinguishers, and aisle widths.
 - Identify all exits and list type of door hardware and panic hardware used at each exit.
- Site Plan
 - Show locations of structures, fire lanes, streets, alleys, parking, and fencing. Fencing must indicate location of exits and gates. Show footprint of any building, location of building exits, sidewalks, and pathways. (A Google Map Rendering is Acceptable)
 - Map Key: Include North arrow and event boundary lines
- Fire Evacuation Plan
- Parking Arrangements for Event

NOTE

Applications shall be subject to on-site inspection prior to permit approval and all permitted events are subject to inspection during the actual event to verify compliance with the requirements specified on the approved permit.

DISCLAIMER: SUBMITTAL OF ALL INFORMATION DOES NOT AUTOMATICALLY GRANT APPROVAL FOR EVENT. A FORMAL NOTIFICATION WILL BE SENT TO CONFIRM APPROVAL ONCE INFORMATION REVIEWED, INSPECTED, AND APPROVED BY EACH CITY DEPARTMENT.



DALLAS FIRE-RESCUE DEPARTMENT

INSPECTION & LIFE SAFETY EDUCATION DIVISION

1551 BAYLOR ST., #400, DALLAS, TX 75226

(214) 670 - 4319 / MAIN - (214) 670 - 4324 / FAX



Temporary Assembly Permit Application

NAME OF EVENT				
EVENT ADDRESS				
LOCATION OF EVENT WITHIN BUILDING:				
EVENT TIMELINE	MOVE IN DATE		MOVE IN TIME	
	EVENT START TIME		EVENT END TIME	
	MOVE OUT DATE		MOVE OUT TIME	
CONTACT INFORMATION	<u>PERSON IN CONTROL/EMERGENCY CONTACT</u>			
	NAME		PHONE NUMBER	
	MAILING ADDRESS		EMAIL ADDRESS	
	<u>ON SITE CONTACT/OPERATOR</u>			
	NAME		PHONE NUMBER	
	MAILING ADDRESS		EMAIL ADDRESS	
EVENT DESCRIPTION	PROVIDE FULL DESCRIPTION OF EVENT, ADVERTISING METHOD & ALL ACTIVITES SCHEDULED TO TAKE PLACE DURING THE EVENT			

EVENT INFORMATION	Will there be a stage?	YES NO	Will event include hazing?	YES NO
	Will a generator be brought on site?	YES NO	Will alcohol be served/sold?	YES NO
	Will food be served/sold?	YES NO	Is there a current certificate of occupancy for space?	YES NO
	Will a tent be erected for event?	YES NO	Is there sufficient parking arrangements for expected occupant load?	YES NO
	Will candles or open flame devices be used?	YES NO	Will there be any Fire Acts (fire breathing, fire twirling, etc.)?	YES NO
	Will the proposed event impact a city street, sidewalk, alley or other city public right-of-way?	YES NO	Will the proposed temporary event include amplified sound outdoors?	YES NO
EXPECTED OCCUPANT LOAD _____				

INDEMNIFICATION CLAUSE	As a condition of a Temporary Assembly Permit being issued, the permit holder agrees to indemnify, defend and hold harmless the City of Dallas and all of its officers and employees against any and all suits, causes of action or claims for injuries, damages, costs and expenses to persons or property, whether public or private, that may arise out of, or be constituting a part of the temporary assembly event, or any activity constituting a part of the temporary assembly event, or any act, omission or misconduct of the permit holder or his agents, representatives, contractors, or employees. The permit holder agrees to discharge any/all judgments that may be rendered against the City of Dallas or its officers and employees in connection with any suit, cause of action, or claim after the judgment becomes final and unappealable.
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By submitting this application, I certify that all the information provided is correct, complete and accurate. If I am not the property owner of the site where the permit is proposed, I have obtained the property owner's permission. I agree to submit any additions/revisions in writing to conduct my special event in compliance with all applicable codes, ordinances, laws and the conditions contained in the Temporary Assembly Permit. I understand that the applicant is responsible for knowing and complying with the governing policies and regulations applicable to the permit. The City is not liable for any damages or loss resulting for the actual or alleged failure to inform the applicant of any applicable laws or regulations, including before or during final inspections. City approval of a Temporary Assembly Permit application, including all related plans and documents, is not a grant of approval to violate any applicable policy or regulation, nor does it constitute a waiver by the City to pursue any remedy, which may be available to enforce and correct violations of the applicable policies and regulations. I authorize representatives of the city to enter the above-identified property for inspection purposes.

SIGNATURE	DATE
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FOR OFFICE USE ONLY		
<u>RECEIVED BY:</u>	<u>RECEIVED ON:</u>	<u>SITE INSPECTION CONDUCTED:</u>
<u>APPROVED BY:</u>	<u>CUSTOMER NOTIFIED BY:</u>	<u>CITY DEPT. NOTIFIED BY:</u>

TEMPORARY ASSEMBLY PERMIT

FREQUENTLY ASKED QUESTIONS (FAQS)

- 1) What's the purpose of the Temporary Assembly Permit?
 - It is the purpose of this policy to provide clarity and uniformity in issuing temporary public assembly permits for gatherings of **50** or more people for civic, social, recreational or religious functions in an occupancy not approved for assembly use. Certain temporary uses, structures or activities that benefit the public at large are often found to be necessary for limited time periods, but the installation or performance of which, if permitted on a long-term basis, may not be in keeping with the intent and purpose of the zoning, building, fire, and other applicable codes. Therefore, this procedure serves as a vehicle for regulating and approving certain temporary activities that benefit the public at large without the strict application of municipal code regulations. Accordingly, temporary assembly use permits shall be authorized pursuant to the procedures of this policy as an administrative process to provide for the orderly and effective management and regulation of those special events, specialized structures, or special activities.
- 2) Who can apply for a Temporary Assembly Permit?
 - A business owner (designee) operating in a structure where Dallas Fire-Rescue Department has fire prevention authority can apply for a TAP for an event in which the current, issued Certificate of Occupancy does not exclusively permit Assembly use and the expected occupant load of the event is more than **50** people.
- 3) How can you apply?
 - Electronic Submittal
 - Send the letter of request, completed General Application, and all required documentation via electronic mail to Officer Keith Wilson (keith.wilson@dallascityhall.com). Within 2 business days of the electronic submittal, the applicant as listed on the General Application will receive confirmation of receipt of completed application.
 - In Person
 - Appointments are recommended and can be made by calling the Fire Marshal's Office Main Number at (214) 670-4319. Walk in service is also available at the Fire Marshal's Office at 1551 Baylor St., Suite #400, Dallas, TX 75226 during normal business hours (Monday-Friday from 8:00 AM – 4:30 PM)
- 4) How many TAP permits am I able to apply for within a calendar year?
 - A business can be granted a maximum of four (4) Temporary Assembly Permits within one calendar year (January-December).
- 5) How long is a TAP active?
 - No TAP shall exceed 14 calendar days.
- 6) Can I operate with a TAP in place of a Certificate of Occupancy?
 - No.
- 7) Can I get my application fee back if I don't get what I requested, if it rains, if I decide not to hold my event, etc.?
 - The event plan review is not refundable. Nevertheless, in case of inclement weather, you may be able to reschedule your event.
- 8) May we erect a tent at our event?
 - You must inform the Dallas Fire-Rescue Department if you plan to erect a tent at your event.

- 9) Will I need any other permits to hold an event?
- Yes. Depending on the type of event, other permits may be needed. When an application, has been filed for the Temporary Assembly Permit, contact information will be provided to clients for any departments they may need to reach to obtain additional permits.
- 10) Can I request a Temporary Assembly Permit to temporarily increase my issued occupant load?
- This permit is not intended for assembly-approved occupancies to temporarily increase their occupant load using this permit process.
- 11) Can I give away free alcoholic beverages without holding a TABC permit?
- It is legal to provide free alcoholic beverages without a permit. However, to be truly "free," it must be available to any adult who walks in the door and requests it. If alcoholic beverages are only available to paying customers, the assumption is that the cost of the alcohol is included in the price of the service. This constitutes a sale of alcoholic beverages, and a TABC permit would be required. When you provide the alcoholic beverage, there cannot be any expectation of receiving money. You cannot ask for a "donation" or "tip." If the drinks will only be available to paying guests, then you will need a permit.
 - Some examples: A wedding reception with free drinks is really free. A boutique that serves free wine while you shop, even if you don't buy anything, is really free. A nail salon with a "free" drink when you pay for a manicure is not really free. If you buy tickets to attend a charity ball and they serve "free" drinks, those are not really free. If a tip jar sits next to a keg of beer expecting "donations," the beer would not be considered free.
- 12) Will a fire extinguisher be required for cooking operations?
- Fire extinguishers are required for all cooking operation regardless of whether a permit is required. See below for information on size and type.
 - The type of fire extinguisher(s) required varies with the type of fuel used. The following types of fuel or operations require specific fire extinguishers as noted:

TYPE OF FUEL OR COOKING OPERATION	TYPE OF FIRE EXTINGUISHER REQUIRED
Charcoal or Wood BBQ	Minimum UL Rating of 2A:20BC
Propane, Butane or Natural Gas	Minimum UL Rating of 2A:40BC
Deep Fat Frying (Heating Using Electronic, Propane or Other Means)	UL Rated for Class "K" (in addition to the Fire Extinguisher required for the Source of Heat Being Used)

TEMPORARY ASSEMBLY PERMIT RESOURCE GUIDE

<u>CITY OF DALLAS PERMITS/SERVICES</u>	<u>CONTACT INFORMATION</u>	<u>PHONE</u>	<u>FAX</u>
Banner Permit Film Permit Special Event Permit	Office of Special Events 650 S. Griffin Street Dallas, TX 75202	(214) 939-2701	(214) 939-2709
Health Permits	Consumer Health Division / Code Compliance 7901 Goforth Road Dallas, TX 75238	(214) 670-8083	(214) 670-8330
Temporary Vendor Sales Permit	Building Inspections Office 320 E. Jefferson Blvd. Dallas, TX 75203	(214) 948-4480	
Dallas Police Department (Off-Duty Office Extra Jobs)	Dallas Police Department – Jack Evans Building 1400 S. Lamar St. Dallas, TX 75215	(214) 671-4460	
Parking & Block Permits	Department of Street Services – Dallas City Hall 1500 Marilla Street Dallas, TX 75201	(214) 670-5896 (214) 670-6904	(214) 670-3292
Parking Meter Information	Parking Services 320 E. Jefferson Blvd., Suite #100 Dallas, TX 75203	(214) 671-1324	
Electrical / Mechanical / Generator Permit Permit for Construction of: Bleachers, Platforms, Stages, Flooring over 30 inches	Building Inspections Office 320 E. Jefferson Blvd. Dallas, TX 75203	(214) 948-4480	(214) 948-4511
Tent Permit Pyrotechnic Permit LP-Gas (Propane) Permit Other Fire Permits	Dallas Fire-Rescue Department Office of the Fire Marshal 1551 Baylor Street, Suite #400 Dallas, TX 75226	(214) 670-4319	(214) 670-4324

<u>NON-CITY PERMITS / SERVICES</u>	<u>CONTACT INFORMATION</u>	<u>PHONE</u>	<u>FAX</u>
Alcohol / Liquor	Texas Alcoholic Beverage Commission (TABC) 2225 E. Randol Mill Road, Suite #200 Arlington, TX 76011	(817) 652-5912	