



COUNTY OF RIVERSIDE BUILDING AND SAFETY DEPARTMENT



User Guide for Inspection Permit Requirements Relating to SPECIAL OUTDOOR/TEMPORARY EVENTS

PERMIT LIMITATION: This permit is only for a single inspection to energize temporary electrical service for special outdoor temporary events and/or allow temporary occupancy to tents or membrane structures used at special outdoor temporary events.

NOTE: Before submitting application for permit, the applicant must obtain written approval for the temporary event from the Riverside County Planning Department. Submit the Planning Department's "Minor Outdoor Event" permit number with the Mail-In Permit Application.

PLOT PLAN: Submit three (3) plot plans with the following information: legal description of property, north arrow, lot size, setbacks from property boundaries and footprint of temporary structures. Indicate size and location of temporary electrical service, and show location of each supporting span pole and subpanel. Plot plans must be legibly drawn on substantial paper that is a minimum size of 8-1/2" x 11".

PERMIT APPLICATION: The owner or contractor must complete and sign "Application to Construct Worksheet" (Form No. 284-199) and "Temporary Electrical Service Agreement for Special Events (Form No. 284-18) and return both to front counter technician. If applying by mail, the owner must complete and sign "Mail-In Permit Application" (Form No. 284-199A) and "Temporary Electrical Service Agreement" (Form 284-18) and return by forms to the Department of Building and Safety at one of the addresses listed below.

PERMIT FEE: Current cost for this permit is \$_____.

INSPECTION REQUIREMENTS: The following requirements listed below, but not limited to, will be verified at inspection:

1. Access to the property shall be provided on the date of the requested inspection, and address of the property shall be conspicuously posted.
2. Job card and plot plan shall be on the job site and readily available at the time of inspection.
3. The installation of all electrical equipment shall be complete at the time of inspection.
4. Tents and other membrane structures must be flame resistant and bear the Office of the State Fire Marshall approval stamp.
5. The exiting system and seating facilities for all temporary structures shall comply with Chapter 10 of the currently adopted Uniform Building Code.

NOTE: Failure to provide the above listed requirements at inspection may necessitate the applicant to obtain a reinspection permit.

If additional information is desired regarding this permit, please contact one of our Regional Offices.

INDIO Regional Office! 82-675 Highway 111, Room 209! Indio CA 92201! (760) 863-8271! Fax(760) 863-7040

RIVERSIDE Regional Office! 4080 Lemon St., 2nd Fl! Riverside CA 92501! (909) 955-1800! Fax(909) 955-1806

SOUTH COUNTY Office! 39493 Los Alamos Rd! Murrieta, CA 92563! (909) 600-6100! Fax (909) 600-6105