

Temporary Place of Assembly

Structures and/or Uses



TEMPORARY PLACE OF ASSEMBLY

Structures and/or Uses

Temporary events such as trade shows or outdoor concerts may be held in places that do not have an assembly occupancy or in temporary structures erected for such events. A Temporary Place of Assembly Certificate of Operation (TPA) is required to ensure the health, safety and welfare of large crowds attending these events. A TPA may be issued as part of the temporary structure used for assembly or for a space that will not be permanently used as a place of assembly. Temporary structures include, but are not limited to, tents, grandstands, and bleachers.

New York City Department of Buildings (NYC BC)

The Department of Buildings enforces adherence to the Zoning Regulations and Building Code and conducts all reviews and inspections for the initial issuance of a Place of Assembly Certificate of Operation (PA) and may issue a TPA for temporary events. A TPA is issued where there are 75 or more people within an indoor space or 200 or more in an exterior open space. It permits the event space to be used as a Place of Assembly for a limited duration and/or correlatively limits the sizes and duration of structures used for the event, e.g. platform/stages, reviewing/band stands, bleachers, tents, artwork, and support structures. TPAs are used for regularly scheduled events with limited durations, such as annual indoor exhibitions or farmers markets, as well as one-of-a-kind events, such as political rallies. However, events using publicly accessible open space for the promotion of products or services do not qualify for a TPA.

TEMPORARY PLACE OF ASSEMBLY

Structures and/or Uses

Temporary structures and uses shall conform to zoning regulations as well as the structural strength, fire safety, means of egress, accessibility, lighting, ventilation and sanitary requirements of the Building Code as necessary to ensure the public health, safety and general welfare are met.

Fire Department

FDNY is responsible for all reviews and inspections for renewal PAs to ensure compliance with the Fire Code. Applicants shall also consult with FDNY regarding applicable fire safety measures prior to issuance of TPAs.

The Code Notes series has been developed to provide a general overview of the NYC Department of Buildings (DOB) project requirements for the construction industry. The information in this document is only a summary and overview and is not intended to substitute for the full text and meaning of any law, rule or regulation. Users may also consult with a registered design professional for more specific guidance on Construction Codes requirements, other regulatory laws and rules, and technical site-specific requirements.

The City disclaims any liability for errors that may be contained in this document and shall not be responsible for any damages, consequential or actual, arising out of or in connection with the use of this document and/or the information contained herein. DOB reserves the right to take action at variance with this document. This document shall not be construed to create a substantive or procedural right or benefit enforceable by any person. The information contained in this document is current only as of the publication date of this document.

FIRST STEPS

Before a TPA can be issued, DOB must receive and approve an Application Letter requesting a TPA from a Registered Design Professional (RDP), either a Registered New York State Architect or a Licensed Professional Engineer. The application letter shall describe the premise and activity in which the event will occur and shall also include drawings that are signed and stamped by the RDP.

TEMPORARY PLACE OF ASSEMBLY

Structures and/or Uses

- The TPA application must be submitted earlier than 10 days before the event. An application received within three days prior to the event will not be guaranteed an approval.
- A separate letter requesting authorization for the temporary use of a space for assembly purposes is required where such space does not have a PA.
- All applications must be typed; hand-written applications will not be accepted
- Scopes of work required to obtain a work permit(s) as part of a TPA:
 - A. Platforms, Stages, Trusses and Bleachers:
 1. Temporary platforms, bleachers, reviewing stands, outdoor bandstands and similar miscellaneous structures, e.g. a press riser, camera platform, scaffolding to support music equipment that will cover an area of 120 square feet or more and will be in place for 30 days or more.
 2. Any truss that is higher than 10 feet. A truss is a support structure with two vertical and one horizontal pieces used to support objects like lighting trusses, start/finish trusses.
 - B. Any tents or canopy more than 400 gross square feet or that will be in place for more than 30 days
 - C. Any prop higher than 10 feet. A “prop” is any free-standing object that will not support additional weight such as speaker towers, statues, sculptures.
 - D. Pre-fabricated structures on wheels do not require a DOB Work Permit. “On wheels” consists of any stage, riser or bleacher that is pre-assembled and/or pre-fabricated with wheels, e.g. Wenger wagon stage, Parks bleachers.
- Temporarily permitted obstructions are amenities for cultural, entertainment and commercial uses including, but not limited to, tables, chairs, moveable planters, stages, kiosks, food trucks, artwork, and shade structures.
- All applications for a TPA that include the use of temporary structures, e.g. platform/stages, reviewing/band stands, bleachers, tents, must be filed as:
 1. An Alteration Type 2 work type,

TEMPORARY PLACE OF ASSEMBLY

Structures and/or Uses

2. A Directive 14, which means the Applicant inspects the work and certifies it meets the code requirements of the design, and
 3. Include Technical Reports (TR-1) with the required Statements of Responsibility signed by a respective Design professional who will take responsibility for the work to be performed.
- All work permit applications require a DOB Contractor's Tracking Number. (If your contractor does not have a tracking number he/she can apply for one and receive it the same day if all documents are correct.)
 - All work permit applications require the following insurance coverage—there are no exceptions.
 1. Certificate of Liability Insurance – ACORD
 - a. In order to comply with NYS regulations, DOB will not accept the ACORD form as proof of workers' compensation insurance. The ACORD form will be accepted only as proof of General Liability insurance.
 2. Certificate of NYC Workers' Compensation Insurance Coverage – C 105.2 or State Workers Compensation Board U26.3
 3. Certificate of Compliance with Disability Benefits Law – DB 120.1
 4. If you are an event producer and are not registered in NY you qualify only for a Non NY Corporation Waiver for Disability.
 5. Any request for a contractor's tracking number, initial permit or permit renewal will be rejected if the appropriate insurance forms/certificates are not submitted.
 6. For additional guidelines on insurance, visit <http://www.wcb.state.ny.us/>.
 - For a work permit application, the "Owner" signature should be the event producer's or the sponsor's
 - All applications must be filled out correctly and completely; if not, processing of the permit will be delayed
 - A work permit carries a minimum filing fee of \$100

TEMPORARY PLACE OF ASSEMBLY

Structures and/or Uses

- A TPA carries a minimum fee of \$250. If the application is not submitted earlier than 10 day before the event, an additional \$100 will be added for each day the application is late.
- After-hours work permits have an initial \$100 filing fee and an \$80 per day fee
- An asbestos filing fee is \$15; Tents are not subject to this fee
- All temporary special events that occur on a city street, a sidewalk, or pedestrian island will be allotted the following location information:
 1. Block, Lot and BIN numbers of the project site **must** be used when describing the work performed for the respective borough. The actual location must be described accurately in Section 11 of the PW-1:

<u>Manhattan</u> Address: 1 Manhattan Plaza Block: 9999 Lot: 1; BIN: 1813346	<u>Bronx</u> Address: 1 Events Plaza Block: 9999 Lot: 1; BIN: 2831894
<u>Brooklyn</u> Address: 1 Brooklyn Plaza Block: 9999 Lot: 1; BIN: 3856237	<u>Queens</u> Address: 1 Events Plaza Block: 9999 Lot: 1; BIN: 4864593
<u>Staten Island</u> Address: 1 Events Plaza Block: 9999 Lot: 1; BIN: 5863165	

ZONING

- Permitted temporary exhibitions – ZR §37-726
- Kiosks and Open Air Cafes – ZR §37-73
- Special Provisions for Events Within Public Access Areas: Temporary permitted obstructions – ZR §91-81

TEMPORARY PLACE OF ASSEMBLY

Structures and/or Uses

MULTIPLE DWELLING LAW

- N/A

HOUSING AND MAINTENANCE CODE

- N/A

FIRE CODE

- Certificates of Fitness and Qualification – FC 113
- Storage and Accumulation of Rubbish and Other Combustible Waste – FC 304
- Open Fires – FC 307
- Open Flames – FC 308
- Smoking – FC 310
- Combustible Materials Storage – FC 315
- Assembly Occupancies – FC 407
- Fire Extinguishing Systems – FC 904

BUILDING CODE

2014 NYC Administrative Code

- Temporary Structures and Uses – [AC 28-111](#)
- Places of Assembly – [AC 28-117](#)

TEMPORARY PLACE OF ASSEMBLY

Structures and/or Uses

NYC Building Code

- Construction documents – [BC 107](#)
- Occupant Load – [BC 1004](#)
- Egress Width – [BC 1005](#)
- Means of Egress Illumination – [BC 1006](#)
- Accessible Mean of Egress – [BC 1007](#)
- Exit Access – [BC 1014](#)
- Exit and Exit Access Doorways – [BC 1015](#)
- Exit Discharge – [BC 1027](#)
- Assembly – [BC 1028](#)
- Accessibility – [BC Chapter 11](#)
- Temporary Structures and Temporary Storage in the Special Flood Hazard Area – [BC G309](#)
- Temporary Installations of Membrane Structures – [BC 3102.1.2](#)
- Temporary Structures – [BC 3103](#)

1968 NYC Building Code (for prior code buildings)

- Place of Assembly – Subchapter 8, 27-522 through 27-549

APPLICABLE BULLETINS, DIRECTIVES, PPNS, MEMOS

- [Technical Policy and Procedure Notice #07/96](#): Temporary Places of Assembly

OTHER AGENCY APPROVALS CODE

- NYC Fire Department: Place of Assembly Certification of Fitness Tests