



TEMPORARY STRUCTURE CHECKLIST

SITE PLAN

Provide a site plan that clearly shows the property and any improvements such as buildings, parking areas and sidewalks. A plat of survey is preferable, but a clear aerial photograph such as a Google Map exhibit may be acceptable.

Draw the proposed temporary structure to scale and label the exterior dimensions

Show the property lines and label the distance from the temporary structure to the property lines.

Label the distance from the temporary structure to any permanent buildings on the property.

Show any parking spaces or drive aisles that will be impacted by the temporary structure.

STRUCTURE INFORMATION

Provide the manufacturer's information for any pre-manufactured structures or design plans for any custom-built structures.

Provide any flame spread or fire-proofing designations and/or certificates.

Provide wind ratings if applicable.

Provide information on how the structure will be fastened to the ground.

Show the location and type of any safety barriers necessary for structures that are in the proximity of vehicular traffic.

INTERIOR LAYOUT

Provide sketch of the interior layout. Include any seating areas, tables, stockpiles and storage areas, etc.

Indicate and dimension clear aisle space.

Show the location and dimensions of all exits.

Show the location of any fire extinguishers.

ELECTRICITY

Indicate the location of the electrical service, if applicable.

Provide details for the installation of the electrical service.

Show the location and type of lighting. Specify hours of lighting operation.

HEAT

Provide details and the location for any heating units that will be used.

Provide information about any food preparation/cooking.

SANITARY & WASTE DISPOSAL

Show the location and number of any portable toilets.

Show the location and size of any dumpsters that will be used for waste disposal.