



**NOTE: Completed applications should be submitted to Building and Site Development on the third floor of City Hall, 701 East Broadway.**

# City of Columbia, Missouri

## Stage Canopy Application (45 Days Maximum)

Approved

Not Approved

Date Submitted \_\_\_\_\_

Location	Stage Canopy Contractor/Owner
Business	Company
Street Address	Street Address
City, State, Zip	City, State, Zip
Contact Person	Phone Number
Phone Number	Email

Stage Canopy Size: Width\_\_\_\_X Length\_\_\_\_\_-Area\_\_Sq. Feet  
\*Stage Canopies less than 401 square feet do not require a permit”  
Dates Stage Canopy Will Be Erected: Start\_\_\_\_\_End\_\_\_\_\_

### **Columbia Fire Department Temporary Stage Canopy Checklist**

3105.2 Approval. Temporary stage canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining approval and a permit from the fire code official and the building official.

3105.5 Required Documents. All of the following documents shall be submitted to the fire code official and the building official for review before a permit is approved. Construction documents shall be prepared in accordance with the International Building Code by a registered design professional. Construction documents shall include:

- A summary sheet showing the building code used, design criteria, loads and support reactions.
- Detailed construction and installation drawings.
- Design calculations.
- Operating limits of the structure explicitly outlined by the design professional including environmental conditions and physical forces.
- Effects of additive elements such as video walls, supported scenery, audio equipment and vertical and horizontal coverings.

Means for adequate stability including specific requirements for guying and cross-bracing, ground anchors or ballast for different ground conditions.

Designation of responsibility: The owner of the temporary stage canopy shall designate in writing a person to have responsibility for the temporary stage canopy on the site. The designated person shall have sufficient knowledge of the construction documents, manufacturer's recommendations and operations plan to make judgements regarding the structures safety and to coordinate with the fire code official.

Operational plan: The operations plan shall reflect manufacturer's operational guidelines, procedures for environmental monitoring and actions to be taken under specified conditions consistent with the construction documents

**3105.6.1 Independent Inspector.** The owner of a temporary stage canopy shall employ a qualified, independent approved agency or individual to inspect the installation of a temporary stage canopy

**3105.6.2 Inspection Report.** The inspecting agency or individual shall furnish an inspection report to the fire code official. The inspection report shall indicate that the temporary stage canopy was inspected and was or was not installed in accordance with the approved construction documents.

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Date)

Approved

Not Approved

\_\_\_\_\_  
(Fire Department Official)

\_\_\_\_\_  
(Date)