Subject: Temporary Structures, Signs and Uses

I. PURPOSE

To prescribe the requirements, conditions and procedures for Temporary Structures, Temporary Signs and Temporary Uses of new or existing spaces, buildings, or structures.

II. REFERENCES

A. PPM 8-9 University Speech Policy - Title IV, Section III
B. PPM 1-2 Remodeling & Construction Policy
C. PPM 2-73 Environmental Health & Safety Policy
D. http://www.space.utah.edu
E. Internal Rule for Facilities Management and the Office of the Building Official
F. Various Academic Departments, Union Programming and Auxiliary Services

III. DEFINITIONS

A. Temporary Structures - Structures with a limited service life of not more than 180 days. The Building Official is authorized to grant extensions for demonstrated cause.

B. Temporary Uses - Usage of a space or structure which has a limited time period of not more than 180 days. The Building Official is authorized to grant extensions for demonstrated cause.

C. Temporary Sign Structure - Any object such as, but not limited to, lawn signs, tables (and other structures used to display materials), billboards, banners, and similar displays with a limited service life of not more than 180 days. The Building Official is authorized to grant extensions for demonstrated cause.

D. Events - Activities of a short duration which may involve Temporary Sign Structures, structures or buildings.

E. Office of Building Official - The University organization designated to enforce compliance with all requirements of the Uniform Building Standards Act, Chapter 58-56 for all projects delegated by the Division of Facilities Construction and Management in accordance with the Utah Administrative Code R23-29-3.

F. Building Official - The individual appointed to head the Office of Building Official. (Utah Administrative Code R-23-29-5).
G. Building & Fire Codes – The codes together with any amendments adopted by
the State of Utah in accordance with Utah Administrative Code R156-56.

H. Fire Marshal – The individual appointed to perform such duties as outlined in
the PPM 2-73 Environmental Health & Safety Policy.

I. Construction Documents – Written, graphic and pictorial documents prepared
or assembled for describing the design, location and physical characteristics of
the elements of the Temporary Structure or Space necessary for obtaining a
Permit. Where required by the Building and Fire Codes, a licensed design
professional shall prepare and seal the construction documents.

J. Permit – An official Permit document issued by the Building Official or Fire
Marshal (dependant on Building & Fire Code requirements) which authorizes
usage or construction of the specified activity identified in the Construction
Documents.

K. The Office of Space Planning & Management – The University organization
designated to assign space as outlined in the http://www.space.utah.edu

L. The Scheduling Office – The individual entity appointed to schedule the use of
university classrooms, auditoria, and other indoor and outdoor space as outlined
in the PPM 8-9 University Speech Policy – Title IV, Section III.

IV. POLICY

A. Facilities Management, the Office of the Building Official and Environmental
Health & Safety shall be authorized to enforce interpret and adopt Procedures for
Temporary Structures and Temporary Uses.

B. Facilities Management and the Office of the Building Official shall recognize
and include other University entities (see References) to coordinate, inform and
engage the permitting of Temporary Structures and Temporary Uses.

C. The Scheduling Office (reference PPM 8-9) shall be responsible for Temporary
Sign Structures.

V. PROCEDURES

A. Temporary Sign Structures and Events – The procedures outlined in PPM 8-9
University Speech Policy – Title IV, Section III will be directed by the Scheduling
Office. The Building Official and Fire Marshal will assist the Scheduling Office in
permitting temporary sign structures.

B. Temporary Structures – The design and construction or installation of
Temporary Structures shall adhere to the requirements of the Building & Fire
Codes. The following steps outline this procedure.
1. Permits – Any entity intending to design, construct, erect, install, or relocate a Temporary Structure or cause such work to be done, the installation of which is regulated by the Building & Fire Codes, will first make application to the Building Official or Fire Marshal (dependant on the type of structure) to obtain the required permit.

2. Construction Documents – Construction documents must be submitted to the Building Official or Fire Marshal (dependant on the type of structure) to receive the Permit.

3. Time of Service – The Time of Service for which the Permit is issued shall be limited to no more than 180 days. The Building Official or Fire Marshal (dependant on who issues the Permit) is authorized to grant extensions for demonstrated cause. Such cause must be included in the Construction Documents.

4. Cost Reimbursement – The Building Official and the Fire Marshal shall have the authority to charge for reimbursement of direct costs to issue a permit, perform inspections and conduct other duties.

5. Inspections – Construction or work to complete an issued permit shall be subject to inspection by the Building Official, Fire Marshal or designated agent as required in the Building and Fire Codes.

6. Conformance – Temporary Structures shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of the Building & Fire Codes.

7. Temporary Power & Utilities – Any usage of temporary power or utilities requested in the Construction Documents shall be designed and installed in accordance with the Building Codes.

8. Termination of Permit – The Temporary Structure, upon completion of the Time of Service, shall be removed from the site by the permit holder. The permit holder shall be responsible for any impact or damage to the site and infrastructure caused by the Temporary Structure.

C. Temporary Uses – The Temporary Use of an existing structure or space shall adhere to the requirements of the Building & Fire Codes and the following steps:

1. Permits – Any entity intending use or occupy of an existing room, building, structure, or area for purposes other than its primary use will first make application to the Building Official and obtain the required Permit. This Permit does not apply to the events or activities under the responsibility of the Scheduling Office or Union Programming.
2. Construction Documents - Construction documents must be submitted to the Building Official to receive the Permit. The Construction Documents will be reviewed by the Building Official, Facilities Management, Fire Marshal, Space Planning and Management and other appropriate jurisdictional entities.

3. Change of Occupancy - If the Temporary Use constitutes a change of occupancy as outlined in the Building Codes, the Construction Documents shall identify such change of occupancy, include all work required to conform to the Building and Fire Codes, and be prepared by a licensed architect and/or engineer.

4. Time of Service - The Time of Service for which the Permit is issued shall be limited to no more than 180 days. The Building Official is authorized to grant extensions for demonstrated cause. Such cause must be included in the Construction Documents.

5. Cost Reimbursement - The Building Official shall have the authority to charge a fee for reimbursement of direct costs to issue a permit, perform inspections and conduct other duties.

6. Inspections - Construction or work included in the Construction Documents shall be subject to inspection by the Building Official, Fire Marshal or designated agent as required in the Building and Fire Codes.

7. Conformance - Temporary Uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of the Building and Fire Codes.

8. Temporary Power & Utilities - Any usage of temporary power or utilities requested in the Construction Documents shall be designed and installed in accordance with the Building Codes.

9. Termination of Permit - The Temporary Use permit holder, upon completion of the Time of Service, shall vacate the permit area, building or structure. Any impact or damage to the permit area and infrastructure caused by the Temporary Use shall be restored as directed by the University to its pre-permit conditions by the Permit holder.