



Information and Intake Checklist

Temporary Structures: Temporary structures are structures which are erected for a period of less than 180 days. Temporary structures include platforms, stages, inflatables, reviewing stands, grandstands, bleachers, sales trailers, and modular buildings.

Permit Required: Temporary structures (including stages, tents, and membrane structures 120 square feet or larger) requires a Building Permit.

Construction documents: A permit application and construction documents shall be submitted for each installation of a temporary structure. The construction documents shall include a site plan indicating the location of the temporary structure in relation to property lines and/or other buildings and structures. Information will also need to be provided showing the temporary installation will meet minimum structural strength, fire safety, exiting, accessibility, light, ventilation and sanitary requirements necessary to ensure public health, safety and general welfare.

Location: Temporary structures are required to meet the minimum setbacks from property lines identified in the Building and Zoning Codes adopted by the City of Burien.

Permit processing timeline: IN ORDER TO COMPLETE THE NECESSARY REVIEWS PRIOR TO A SCHEDULED EVENT, TEMPORARY STRUCTURE PERMIT APPLICATIONS MUST BE SUBMITTED TO THE PERMIT TECHNICIAN AT LEAST 30 DAYS PRIOR TO THE EVENT.

Fees: The Building Permit Fee is based on project valuation, with a minimum fee of \$95 for the permit and \$6.50 for the mandatory state surcharge. If plan review is needed, plan review fees are also applicable. A fee schedule is available online or at the City Hall Permit Handout display.

Intake Checklist: (To be reviewed at intake with Permit Technician or Plans Examiner)

- Yes No N/A
Building Permit Application
Owner /Agent Authorization Form (Authorizes person other than the owner to obtain permits and oversee or do the work.)
Site plan (show all structures, roads, property lines and setbacks)
Occupant Load (Show the maximum number of people capable of occupying the structure at any one time)
Exit plan (Show there are a sufficient number of exits for the number of people using the structure)
Handicap Accessibility plan (Show accessible parking, ramps, restrooms, door hardware, and accessible paths of travel)
Lighting plan (Show there is sufficient lighting for the occupants of the structure)
Sanitation plan (Show the location of sanitary facilities – Toilets, sinks, showers as applicable.)
Fire safety plan (Location of Fire extinguishers, hydrants, etc.)
Structural plans (Engineering or Manufacturers specifications showing structure is designed for the applicable loads and anchored to withstand wind and earthquake loads.)
Manufacturer's installation instructions and anchorage design for tents and membrane structures to include maximum wind speed under which the structure can be operated.

NOTE: ADDITIONAL INFORMATION MAY BE REQUIRED BASED ON THE TYPE OF STRUCTURE TO BE USED.



Temporary Structure Building
Permit Application (2019)

Permit Number: BLD - 19-

EVENT DESCRIPTION:			PROJECT VALUATION:		
			(Fair Market Value of the work being performed) \$ _____		
Type of Structure	How many	What size (Area)	Type of Structure	How many	What size (Area)

EVENT LOCATION	
Site Address:	Parcel Number:
Event Name:	Dates of the Special Event:

PROPERTY OWNER INFORMATION			
Property Owner Name:		Phone #:	
E-Mail:		Cell Phone# :	
Mailing Address:	City:	State:	Zip Code:

EVENT MANAGER INFORMATION			
Event Manager Name:		Phone #:	
E-Mail:		Cell Phone# :	
Mailing Address:	City:	State:	Zip Code:

CONTRACTOR			
Name:		Company:	Phone #:
Contact person:		E-Mail:	Cell Phone #:
Mailing Address:	City:	State:	Zip Code:
Burien Business License #:	Contractor's License #:	Expiration Date:	Verified: Yes <input type="checkbox"/> No <input type="checkbox"/>

ZONING		
Zoning Designation: _____	Event Area: _____ SQ. FT.	Maximum Number of attendees expected (per day): _____

I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge, and further, that I am the owner of this property or am authorized by the owner above to perform the work for which permit application is made. I further agree to save harmless the City of Burien as to any claim (including costs, expenses, and attorney incurred in investigation and defense of such claim), which may be made by any person, including the undersigned, and filed against the City of Burien, but only where such claim is out of the reliance of the City, including its officers and employees, upon the accuracy of the information supplied to the City as part of this application.

Owner's Signature: _____ Date: _____

Print Name: _____

Authorized Agent's Signature: _____ Date: _____

Print Name: _____