



SPOKANE COUNTY

Temporary Stands

BP-56

Department of Building and Planning

This brochure addresses requirements for all temporary, open-sided stands exceeding 400 square feet in area typically consisting of tarps supported by poles for the purposes of providing shade, including fruit and produce stands. The purpose of this brochure is to provide you with information that will help prevent delays in processing a permit application for your temporary structure. Larger stands or other types of similar structures may require additional plans and/or permits. Permits and inspections are required for all temporary stands.

What information will be necessary to complete the application?

To submit application for your permit the following information needs to be provided:

- Address or legal description of the proposed site.
- Site plan, on 8 1/2 x 11 paper. A site plan should show the size of the canopy, its distance to property lines, and customer travel paths through the stand.
- Drawing of a simple traffic plan showing how traffic enters and exits the site.
- The designated parking area
- Unless otherwise provided for, a letter from the property owner or adjacent business authorizing employee use of restroom facilities.
- Manufacturer's certification or affidavit attesting to the flame propagation performance criteria of the fabric and shall at a minimum include:
 1. Names and address of the owners of the tent.
 2. Date the fabric was last treated with flame-retardant solution.
 3. Trade name of kind of chemical used in treatment.
 4. Name of person or firm treating the material.
 5. Name of the testing agency and test standard by which the fabric was tested.
- A cash bond in the amount of \$500 to insure removal of the structure. After verification of removal, all bond money paid will be returned to the permittee.

How long will the application process take?

Proposals will be reviewed for compliance with applicable codes and routed to agencies with interest. Allow three to five days for review and response time or permit issuance. Some items that cause delays in the process are incomplete or illegible drawings, plans, or documents that do not comply with minimum code requirements, etc. Providing complete and detailed plans will greatly assist the review process.

How much will the permit cost?

Permit fees are charged based on adopted fee schedules. Permits may be issued for a maximum of six months after which time the stand shall be removed in its entirety for a minimum of 30 days.

Charges required by other departments or agencies will not usually be included in your building permit fee.

Will I need other permits or approvals in conjunction with my application?

Reviews, approvals and/or permits from other agencies may also be required prior to the release of your building permit.

For curb cuts and street approach permits contact the Engineering and Roads Division at 477-3600.

Setbacks, off-street parking and other requirements of the Zoning Code must be met. Contact the Department of Building and Planning at 477-3675.

Authorization from the Spokane County Regional Health District for food service sales must be received prior to release of the building permit. For minimum requirements and standards call 324-1560.

What requirements must be met?

Substantial conformance with building, fire and associated code requirements is anticipated. The maximum area is 400 square feet, with sufficient exiting provided.

The stand must be secured from damage from vehicles, customers, wind, rain, etc. A minimum 20 feet of clearance around the stand, including a 20-foot setback from property lines or other buildings is required for fire apparatus access. Additional setbacks may be required by the Zoning Code.

Proposals need to conform to applicable zoning requirements and temporary use permits may also be required pursuant to Zoning Code requirements.

At least one 2A-10BC fire extinguisher needs to be available on site and the availability of rest rooms will need to be demonstrated as discussed above. The stand needs to be posted with "NO SMOKING" signs and the area within 30 feet of the structure needs to be kept free of weeds and debris.

Stands are not exempt from accessibility requirements and may require accessible counters (36 inches in height), a route of travel through the structure, and access from the public way, or alternately provide curbside or drive-up services. Care needs to be taken not to block the visibility of traffic entering or exiting the site or at intersections, and no portion of the structure can be located within the "clear view triangle" (14.810 SCZC).

What inspections will be required?

After permit issuance, a field inspection is required prior to use or occupancy. The inspector will be looking for conformance with site plans, stability and security of the structure, maintenance of exit aisles, maintenance of access aisles, traffic circulation, and state accessibility requirement.

Other brochures that may be helpful

- BP-4 Permit Fee Schedule
- BP-31 Rules, Regulations, and Red Tape
- BP-33 Commercial Site Plans and Construction Drawings
- BP-40 Information Directory
- BP-52 Permit Processing Time Savers
- BP-53 Project Planning Checklist

For more information or an appointment contact:

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Please note that while every effort is made to assure the accuracy of the information contained in this brochure it is not warranted for accuracy. This document is not intended to address all aspects or regulatory requirements for a project and should serve as a starting point for your investigation. For detailed information on a particular project, permit, or code requirement refer directly to applicable file and/or code/regulatory documents or contact the appropriate division or staff.