

Handwritten text in a cursive script, possibly a signature or a name, written in dark ink on a light background. The text is partially obscured by a vertical line on the right side of the page.

E Site Information (select applicable)	
(1) <input type="checkbox"/> Grandstands or Bleachers	
(2) <input type="checkbox"/> Tents or Canopies Total Square Footage of Tent(s) : _____	Note: The first 5,000 sq. ft. area of tent incurs no additional charge. Each subsequent 5,000 sq. ft. area of tent, or fraction thereof, is \$130.
(3) <input type="checkbox"/> Structures over 12 feet high <input type="checkbox"/> Stages or Platforms over 30 inches above grade <input type="checkbox"/> Temporary change of use	
(4) Work Description:	

F Fee Waiver Information (if applicable)		
(1) Council District: _____	(2) Council File Number: _____	(3) Council File Status: <input type="checkbox"/> Approved <input type="checkbox"/> Pending

Fee Information	
Inspection Fee	\$130
Additional Fees for large tents (\$130 for each additional 5,000 sq. ft. area of tent over the initial 5,000 sq. ft)	
Additional Fees for off-hour inspection (Inspections made before 7AM or after 3:30PM, or on a City holiday, are subject to an additional \$300 fee)	
Systems Fee (6%)	
Total Fee	

Inspection Notes	Cashier Information

(Permit not valid prior to approval by inspector and validation by cashier)



TEMPORARY SPECIAL EVENTS

Approval from Los Angeles Department of Building and Safety (LADBS): Temporary Special Events (TSE) being held within the City of Los Angeles are required to be inspected and approved by LADBS inspectors prior to holding the event.

The following qualify as a TSE provided they have a maximum duration of 5 consecutive days:

- Tents or canopies, larger than 450 square foot, on a residential property.
- Tents or canopies, larger than 12 feet in length or width, on a commercial property.
- Stages or platforms more than 30 inches above grade.
(Structures higher than 30 inches, intended for live loads, require approved engineering prior to inspection).
- Grandstands or bleachers.
- Structures higher than 12 feet.
- Temporary change of use (parking lot sales, or use of building for special purpose).
- Temporary auto sales (requires sign off by LADBS inspector prior to permit issuance).
- For information regarding Temporary generators and electrical please call (213) 482-0057 for information.

Application for Permit

Applications can be obtained from LADBS website at www.permitla.org. An Application for TSE Permit is required to be filed with LADBS and the appropriate fees need to be paid prior to performing inspections. Applications for Permit can be filed and paid for as follows:

1. In Person:
Complete the attached Application for TSE Permit Form and take it to the LADBS Metro Construction Service Center, Cashier Counter, located at 201 N. Figueroa Street, 4th floor.
2. Via the Internet:
TSE Permits may be applied for online by completing the registration found at: <https://www.permitla.org/registration/signup.cfm?task=signup> then follow directions on line for obtaining the TSE permit.

(Note-Mailed or Faxed applications are no longer accepted)

Inspections and Approval

You will be able to request the date and time of the inspection on the Application for TSE Permit. The application must be filed and paid for at **least 2 business days prior** to the date of the event. For any questions regarding inspection, please call (213) 482-0387, or (213) 482-7097. The Inspectors will return your calls the next business day. At the time of the inspection, the building inspector will check the structural stability of temporary structures, availability of sanitary facilities, required exiting, parking requirements, disabled access requirement, zoning and fire code requirements. TSE Permits are now assigned a PCIS number and the status may checked online at: <http://www.permitla.org/ipar/index.cfm>

Days of Operation

The Department's operations are closed on Saturdays, Sunday's, and the 2nd and 4th Fridays of each month; however, TSE inspections will still be performed 7 days a week (except holidays).

