



DALLAS BUILDING INSPECTION
Southeast District Office
Permit and Inspection Guide for
Fair Park Events

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This guide provides some of the basic regulations and requirements concerning required permits issued by Building Inspection, for an event held at Fair Park including The State Fair of Texas. It is not possible to cover all regulations. If you have a specific question or concern, please contact City of Dallas, Building Inspection Division, Southeast District Office.

1. General

- a. The owner, agent, or lessee of a structure has the duty to ensure that permits are obtained by properly qualified persons before work is started, and the owner, owner's agent, or lessee shall be subject to the penalties provided in this chapter for failure to obtain a proper permit.
- b. Exhibitors/vendors are responsible for assuring that each of their structures are designed and built in accordance with the general requirements below. When inspections are performed, the inspectors are focusing on the minimum code with amendments, 'general' structural integrity and stability. Structures are required to be approved by inspection before any use or occupancy.
- c. The following list is not meant to be exhaustive, but is meant to be suggestive of work typically requiring permits issued by Building Inspection for an event held at Fair Park including the State Fair of Texas. All temporary structures are required to be, safe, structurally sound, stable and must be designed and built as per all applicable Federal, State and local building codes, regulations, and policies.

2. Building Permit Requirements

- a. *Temporary Structures Requiring Building Permits:

- i. Miscellaneous Structures
 1. Greenhouses
 2. Gazebos
 3. Pavilions
 4. Trellises
 5. Arbors
 6. Canopies
 7. **Special Exhibit structures
- ii. Reviewing Stands
 1. Grandstands/Bleachers
 2. Observation Stands and Towers
- iii. Stages and Platforms

*The Dallas Fire and Rescue Department provides permits and inspections for all tent structures located on property under the control of the Park and Recreation Board.

**Special Exhibit structures are treated like buildings and are required to be permitted and inspected by Building Inspection. These special structures like buildings are used or intended for supporting or sheltering any use, occupants, or occupancy.

Note: Special Inspection (Engineer) approval may be required on any temporary structure, or tie downs of temporary structures

- b. Temporary Structures Not Requiring Building Permits

STRUCTURES ERECTED FOR A PERIOD NOT EXCEEDING 30 DAYS AND WHICH MEET ALL OF THE FOLLOWING CRITERIA ARE EXEMPT FROM PERMIT REQUIREMENTS:

- i. Miscellaneous structures that cover an area of 120 square feet or less, including connecting areas or spaces with a common means of egress or entrance which are used or intended to be used for the gathering of less than 10 persons;
 - ii. Miscellaneous Structures not exceeding 12 feet in height;
 - iii. Miscellaneous structures that include stages, platforms, reviewing/observation stands/towers that are not more than 30 inches above grade, not over any basement or story, and not part of an accessible route; **OR**
 - iv. Stages, platforms, reviewing/observation stands/towers that are part of conveyance mounted equipment.
- c. To obtain a Building Permit for an event held at Fair Park including the State Fair of Texas

- i. Temporary structure permits must be obtained by a contractor who is registered as a general contractor with the City of Dallas.
 1. Completed permit application form.
 2. Two (2) copies of a site plan:
 - a. Drawn to a standard scale and dimensioned.
 - b. Minimum drawing sheet size: 11" X 17"
 - c. Indicate location of proposed temporary structures on the property and location of adjacent structures.
 - d. Show setbacks from adjacent property lines and distance from temporary structures, including guy wires and stakes, to all other structures.
 3. Two (2) copies of the construction plans drawn to a standard scale of:
 - a. Manufactured Temporary Structures. Include engineering documents, assembly instructions and specifications.
 - b. Constructed Temporary Structures. Construction drawings of a stage are to be signed and sealed by a State of Texas Registered Professional Engineer. Drawings must show structural details, including the design load, exit stairs, handrails and guardrails.

Exception - The Temporary Structure may be field certified by a State of Texas Registered Professional Engineer in lieu of submitting certified construction drawings at permit application. The certification must be submitted to the Inspector at the time of the field inspection. The temporary structure must comply with all applicable provisions of the Codes. An electrical permit must be obtained for temporary electrical wiring, including a generator.

4. A plumbing permit must be obtained for temporary plumbing work.
5. A mechanical permit must be obtained for certain mechanical work.
6. Temporary Structures must be set up and inspected **no later than the Friday** before commencement of the public event.

Written authorization from Park and Recreation Department is required if a temporary structure is to be erected on city park property or in Fair Park.

3. Electrical Permit Requirements

- a. Ungrounded metal cased light fixtures with 2-wire cords will not be allowed. Grounded metal cased light fixtures with 3-wire cords will be allowed. All splices shall be in junction boxes with covers. Exposed electrical wiring must be out of reach and free from exposure to physical damage. Where flexible extension cords are allowed they shall be listed for extra-hard usage of grounding type. Where used outdoors, cords shall also be listed for wet locations and shall be sunlight resistant. Damaged electrical equipment, devices and appliances must be repaired or replaced (switches, receptacles, lights, etc.). All electrical equipment devices and appliances shall be listed and labeled by a nationally recognized Testing, Listing and Labeling Organization such as U.L., or C.S.A. Generators require an Electrical Permit.
- b. Electrical Permits Required for work in or on the following
 - i. Temporary Structures including but not limited to Booths, Tents, Stages, Exhibits, etc.
 - ii. Amusement Rides
 - iii. Electrical Contractors shall be registered with the City of Dallas in order to obtain a permit.
- c. Guidelines for Registered Electrical Contractors
 - i. Electrical Contractors shall first obtain a permit before performing Electrical work. The following is a 'typical' list of items, but not all-inclusive, which will be required for an event held at Fair Park including the State Fair of Texas. This list is exemplified by, but is not limited to, the following requirements. New requirements are underlined. Reference: Current Adopted Edition of the National Electrical Code®.
 1. Electrical panelboards, load centers and disconnects exposed to damp/wet locations shall be approved for that location or be suitably protected.
 2. Electrical panelboards, load centers and disconnects shall be located to allow working clearances of 36 inches deep by 30 inches wide and permit at least a 90 degree opening of equipment doors or hinged panels.
 3. Electrical panelboards and load centers shall contain a main circuit breaker or be provided with a fused disconnect switch of circuit breaker located within 10 feet of the operator's station. All switches and circuit breakers shall be located that they may be operated from a

readily accessible place and installed so that the highest position will be no more than 6 feet 7 inches above the floor.

4. Electrical equipment and outlets exposed to damp/wet locations shall be approved for that location or suitably protected.
5. All 125 volt 15 and 20 ampere receptacle outlets installed in the following locations shall be GFCI protected: Commercial Kitchens whether outdoor or indoor, and outdoor tents, outdoor exhibits, outdoor concession stands, wet or damp locations. Receptacles that only facilitate quick disconnecting and reconnecting of electrical equipment shall not be required to be provided with GFCI protection. These receptacles shall be of the locking type.
6. All 125 volt 15 and 20 ampere receptacle outlets installed in wet locations shall have an enclosure (i.e.: "in-use" / "bubble" cover) that is weatherproof whether or not a cord is inserted.
7. All cords installed shall be three (3)-wire and listed for "extra hard usage". Extension cords shall not be run under carpet/rugs unless designed and listed for the purpose.

Damp/Wet Locations: Shall include but not limited to Booths, Exhibits, Concessions, Temporary Structures and Rides that are open or partially open to the weather during normal periods of operation or exposed to dampness/wetness during clean-up.

4. Plumbing Permit Requirements

- a. Plumbing Permits Required for work in or on the following
 - i. Temporary Structures including but not limited to Booths, Tents, Stages, Exhibits, etc.
 - ii. Amusement Rides

Note: Plumbing Contractors shall be registered with the City of Dallas before obtaining permits.

- b. Plumbing Work not Requiring Permits
 - i. Maintenance, repair, or replacement in kind of accessible traps on lavatories, sinks, or replacement of parts in kind of plumbing fixtures where no change in "rough-in" is involved, except that a permit is required for the replacement of boilers; Stopping of leaks in pipes, drains, valves or plumbing fixtures if the repair does not require rearrangement of valves, pipes, or fixtures. **A Permit is required for water heater replacement.**
- c. Guidelines for Registered Plumbing and Mechanical Contractors
 - i. Plumbing Contractors shall first obtain a permit before performing Plumbing work. The following is a 'typical' list of items, but not all-inclusive, which will be required for a Special Event held at Fair Park including the State Fair of Texas. Reference: the current adopted International Plumbing Code (IPC) and the International Mechanical Code (IMC).
 1. Indirect waste shall be required for ice bins and food preparation sinks and shall have a minimum of twice (2X) the diameter of the drain pipe but no less than a one (1") inch air gap at the point of discharge into the indirect waste receptor.
 2. **All** potable water connections below grade shall be protected by "Dual Check Backflow Preventer" equivalent to a "Watts #07-S" with ridged potable water connection at its outlet as close to grade as possible. (Texas Commission Environmental Quality (TECQ), Rules and Regulations Public Water Systems Chapter 290, Backflow Siphonage 290.44)
 3. Potable water connections under constant pressure shall be protected by a "Pressure Type Vacuum Breaker" equivalent to a "Combraco Series 40-500".
 4. Any hose bib, potable outlet above grade or plumbing fixture designed for the attachment of a water hose not used under constant pressure, shall be equipped with a "Listed" non-removable vacuum breaker.
 5. Connection to the potable water system, drainage system and all associated piping shall comply with the applicable provisions of the 2006 IPC, all associated work to install the system must be performed by a licensed plumber who has been issued a permit prior to the start of work.
 6. All installations shall include the appropriate use of materials and back-flow prevention assemblies, where required. (Non-Potable Water Garden hoses are not acceptable for connecting to the Potable Water System or drainage systems).
 7. All soft drink dispensers connected to the potable water supply shall be equipped with a testable "Reduced Pressure Principle Backflow Preventer (RPZ), the drain on the RPZ shall run to an approved location. This device shall be installed according to the 2006

International Plumbing Code and tested in compliance with the Texas Commission Environmental Quality (TCEQ) regulations and tested by a certified Backflow Tester.

8. **All** Cooking facilities such as solid fuel or gas or electric char-broilers, deep-fat fryers, rotisseries, grills and ranges that are inside buildings, shall be equipped with a “Type I” Vent-a-Hood System (No fuel gas releases will be given without all required inspections completed)

Note: A permit is required for the installation and backflow testing of the RPZ and tested by a certified tester. The tester shall provide an original test report to the City of Dallas at the time or prior to final approval of the permit and issuance of the “Certificate of Occupancy”.

9. Any equipment installed within tents is required to comply with the same plumbing/mechanical code provisions as facilities within buildings.

Exception: That a commercial kitchen hood will not be required within tents that is open on three (3) sides, with adequate clearances above the cooking surface to combustibles. The required horizontal clearance for cooking equipment to combustibles shall not be less than eighteen (18”) inches for any installation regardless of location, unless such appliances are listed for reduced clearances. The eighteen (18”) inches of required clearance may be reduced to three (3”) inches, provided the combustible material in protected with material as specified for one (1) hour construction.

10. All fuel gas piping including stops and flex connector to the point of connection to the appliance shall be tested with a 6 psi diaphragm test gauge with a test pressure of 3 psi for minimum of 15 minutes.

11. Maximum length of any Listed and approved appliance fuel gas connector may not exceed 3 (3) feet in length and may not penetrate any appliance cabinet wall or partition.

Exception: Gas clothes dryers and free standing ranges may have 6 ft. Listed range connectors. This exception does not apply to cook tops or burner units.

5. Permit Processing:

- a. All required permits regarding an event held at Fair Park including the State Fair of Texas, are only to be obtained at the City of Dallas Building Inspection Division, Southeast District Office.
- b. Layout of the event is required to process a permit. The layout shall detail all Temporary Structures, Exhibit’s, Amusement Rides, Generators and Buildings to be used for the event.
- c. Normally, a permit for temporary structure is issued while you wait. However, if you have three or more permits, you will be asked to drop off the applications with a contact name and number. In most cases, you will be contacted the next day when they are ready. Limiting the amount of applications at one time allows us to process your permits in a timely manner.
- d. Permit Application: the following is required:
 - i. Street number and name (Enter in the ADDRESS space)
 - ii. Indicator/Plat Number/Designator (Assigned by Fair Park/State Fair of Texas, enter with the ADDRESS)
 - iii. Exhibitor/Vendor/Concessionaire Name (Enter in the OWNER/TENANT space)
 - iv. Booth, Stand, Tent, Exhibit, Ride, Building, Stage, etc. Name (Enter in DBA space)
 - v. Applicant Name, Address and Phone Number (Enter in APPLICANT space)
 - vi. Contractor Name, assigned number and Pin (Enter in CONTRACTOR NAME and PIN space)
 - vii. Work Description (Enter in the WORK DESCRIPTION space)
 - viii. **For telephone assistance, call 214-670-8160.** Our helpful staff will answer your general questions or route you to appropriate staff for technical questions. For direct access to the *Interactive Voice Response System*, call 214-670-5313 or access the system from our website www.dallascityhall.com.

NOTE: Permit applications that or incomplete or do not provide the required information, correct information or incomplete will not be processed.

6. **Fees:** Permit fees differ depending on several variables and the value of the work. Consult our fee schedule which is available at our office or on our website www.dallascityhall.com
- a. \$150 Plan Review may be charged on Building Permits
 - b. \$75 Reinspection fee will be assessed if the work is not ready, inaccessible or if corrections are not made.
 - c. \$200 Concealment fee if work is concealed without approval
 - d. \$250 Same Day Inspection Service fee (after 7AM – before 2PM)
 - e. \$300 After Hours Inspection Service fee (Weekends, workdays after 4:30PM and before 8:00AM)

7. Inspections:

- a. It is the duty of the person doing the work (Contractor Registration Member of record) authorized by a permit to notify (request inspection) Building Inspection that the work is ready for inspection.
- b. It is the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the city shall be liable for any expense entailed in the removal or replacement of any material required to allow inspection.
- c. For inspections call the IVR @ 214-670-5313, 24 hours. You will need your 'contractor's authorization' page of the permit, validation number and final inspection type.
- d. 7AM deadline for 'no charge' same day inspections. Other fees may apply.
- e. Locations not accessible or not ready will be charged re-inspection fees. It is the duty of the person requesting the inspection required by the codes to provide access to and means for inspection of the work.
- f. Where a permit is required, whether it is a Booth, Exhibit, Concession, Ride, Stand, Structure, Tent, , etc.; two items shall be posted visible from the outside when closed and open:
 - i. Permit
 - ii. Sign with the assigned Indicator, Plat Number and Designator.
- g. Locations that do not have the proper or correct postings will not be inspected or approved for use/occupancy and can delay your opening.
- h. To avoid additional fees, all inspections for an event held at Fair Park including the State Fair of Texas shall be performed and approved no later than Friday before commencement of an event held during a weekend.

8. Contact Information: District Office Hours of Operation 8:00 AM – 4:30 PM

4:00 PM TRANSACTION DEADLINE NO EXCEPTIONS!

- a. Southeast District Office
 - i. Main 214-670-8160
 - ii. Fax 214-670-8102
 - iii. Cary Pritchett, District Manager 214-670-8178
 - iv. Joel Cruce, Senior Building Inspector 214-670-8327
 - v. Charles Green, Senior Electrical Inspector 214-670-8479
 - vi. Charlie Smith, Senior Plumbing/Mechanical Inspector 214-670-8113
 - vii. IVR - *Interactive Voice Response System* 214-670-5313
 - viii. Web site: www.dallascityhall.com