



City of Pomona —Building and Safety Division

Temporary Stage Requirements

PLEASE PROVIDE THE FOLLOWING INFORMATION FOR APPROVAL:

PLAN CHECK:

- (2) Site plans showing the location of the stage and the stage dimensions.
- (2) Elevations
- (2) sets of structural calculations and details.
(stamped and signed by a California State License Engineer)
 - * *Calculations must include: Gravity Design, Seismic Design, & Wind Design (if stage is outdoors)*
- ADA Access with dimensions and slopes of ramps or accessible lift
- Authorization letter from Los Angeles County Fairplex for purchase of permits.
- Submittal of plans should be turned in at least **THREE** weeks prior to the event. Turnaround dates for plan check is **14** calendar days for the first submittal and **7** calendar days for resubmittals.
(Plans submitted within 14 or less days are subject to Expedite fee of \$1800.00.)

PERMIT:

- Plan approval and permit must be obtained by the Thursday before the event.
- Plan check submittal and approval does not constitute a permit. A building permit is required after plan approval. Upon issuance of a permit, a job card will be issued.
- Inspections are conducted Monday-Thursday.
(Any inspections requested for Fridays or Saturdays will require prior approval and additional fees will apply. We recommend to check on "After hours" inspector availability as soon as possible.)
- Prior to permit, plans must be stamped approved by the Fire Department.
(Located at 1061 Grand Ave, Diamond Bar 909-620-2216)

It is the responsibility of the Contractor/ Owner/ Applicant to schedule and confirm inspection.

It is encouraged to confirm inspection the Thursday before an After Hour Inspection.