**TENTS:**

See EHS Guideline on [Tents](#) on the Cornell University EHS website. This guideline provides information regarding the fire code official contact information and obtaining a permit.

**TEMPORARY STAGE CANOPY REQUIREMENTS**

Temporary stage canopies shall comply with Section IFC3104, Sections IFC3105.2 through IFC3105.8 and ANSI E1.21.

**GENERAL REQUIREMENTS**

Temporary stage canopies in excess of 400 square feet require approval and a permit from the fire code official and the building official (similarly to a tent permit). The permit application must include construction documents prepared in accordance with the International Building Code by a registered design professional. Construction documents shall include:

- A summary sheet showing the building code used, design criteria, loads and support reactions.
- Detailed construction and installation drawings.
- Design calculations.
- Operating limits of the structure explicitly outlined by the registered design professional including environmental conditions and physical forces.
- Effects of additive elements such as video walls, supported scenery, audio equipment, vertical and horizontal coverings.
- Means for adequate stability including specific requirements for guying and cross-bracing, ground anchors or ballast for different ground conditions.

The owner of the temporary stage canopy must designate a person to have responsibility for the temporary stage canopy on the site. There must be an operations plan that includes manufacturer’s operational guidelines, procedures for environmental monitoring and actions taken under specified conditions consistent with the construction documents.

Temporary stage canopies, once erected, cannot exceed 45 days.

A temporary, stage canopy must be inspected by a qualified, independent, approved agency or individual. An inspection report must be filed with the Authority Having Jurisdiction and the University Fire Marshal’s Office. Any deficiencies must be brought to the immediate attention of the installer for correction of any issues found.

The location of the temporary stage canopy must accommodate distances for guy-wires, cross-bracing, ground anchors or ballast. Location cannot interfere with egress from a building or encroach on fire apparatus access roads.

Applications for Stage and Stage Canopy permits must be submitted a minimum of three (3) weeks prior to installation to the Authority Having Jurisdiction (AHJ). In the City of Ithaca, all such permit requests must go through the Tuesday Permit Meeting at the Humphreys Service Building. Contact Paula Slocum [pms11@cornell.edu](mailto:pms11@cornell.edu) to get on the city permit meeting agenda.
TEMPORARY STAGE REQUIREMENTS:
Stages erected for less than 180 days must comply with the IFC – Building Code section 3101 Temporary Structures, Section 3103.1 through 3103.4

A permit is required for any stage greater than 120 square feet. Event planners need to work with the Stage Vendor to ensure paperwork is properly completed. The stage vendor is responsible for applying for the permit. In the City of Ithaca, all such permit requests must go through the Tuesday Permit Meeting at the Humphreys Service Building. Contact Paula Slocum pms11@cornell.edu to get on the city planning meeting agenda.

GENERAL REQUIREMENTS
Temporary structures (Stages) shall conform to the structural strength, fire safety, means of egress, accessibility, light, and ventilation of this code as necessary to ensure public health, safety and general welfare. 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 structure and information delineating the means of egress and the occupant load.

Note: When applying for permits for stages for which construction documents are already on file with the AHJ, those documents will not be required for subsequent permit applications.

STAGE RAILING REQUIREMENT GENERAL REQUIREMENTS
1. A stairway or ladder is to be provided where there is a break in elevation of 19 inches or more.
2.

<table>
<thead>
<tr>
<th>Railing Requirements</th>
<th>Stage / Elevated Platform / Landings</th>
<th>Stairway</th>
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</thead>
<tbody>
<tr>
<td>30” or Less</td>
<td>No Guardrail* Required</td>
<td>One side equipped with Stairrail*</td>
</tr>
<tr>
<td>Greater than 30”</td>
<td>All sides equipped with Guardrail, except Audience Side</td>
<td>Stairrails on each unprotected side</td>
</tr>
</tbody>
</table>

*See Definitions for required height and strength requirements.

DEFINITIONS
Stairways
Stair rail systems shall follow these requirements;

- The stair rail’s top rail shall not be more than 37 inches nor less than 36 inches from the upper surface of the stair rail system to the surface of the tread, in line with the face of the riser at the forward edge of the tread (See Figure 1).
- Mid rails or equivalent intermediate structural members shall be provided between the top rail of the stair rail system and the stairway steps.
- Stair rail systems shall be capable of withstanding, without failure, a force of at least 200 applied in any outward or downward direction.

Approved by: Ron Flynn, University Fire Marshal
Last revised by: kev33
Revision date: 12/10/18

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Stage / Elevated Platforms / Landings
Unprotected sides and edges (except the audience side) Greater than 30” high must have standard guardrail systems in place and shall follow these requirements;

- A standard guardrail system shall have a vertical height of 42 inches nominal from upper surface of top rail to floor, platform, runway, or ramp level.
- The top rail shall be smooth-surfaced throughout the length of the railing.
- The intermediate rail shall be approximately halfway between the top rail and the floor, platform, runway, or ramp.
- The ends of the rails shall not overhang the terminal posts except where such overhang does not constitute a projection hazard.
- Guardrail systems shall be capable of withstanding, without failure, a force of at least 200 applied in any outward or downward direction.

CONTACT INFORMATION
Questions, contact the University Fire Marshal’s Office at (607)255-8200 or visit https://sp.ehs.cornell.edu