GENERAL GUIDELINE FOR OPEN FOR TEMPORARY BUILDINGS
(90 DAYS OR LESS)
WASHINGTON UNIVERSITY 10/2010

PURPOSE: This document provides general guidelines for Student Groups who plan to build and/or occupy a temporary structure for a University individual or group activity. No occupancy will be allowed over night.

GENERAL INFORMATION & GUIDELINES:

A. **NOTICE:** You must begin the process for a Temporary Structure at least eight (8) weeks prior to the date of use so applicable forms, permits, bonds, cash surety deposits, conditional use permits and approvals can be submitted and obtained. No request received later than six weeks prior to the event will be considered per local City and County Ordinances. Temporary Building Structures (90 days or less) will be allowed only when authorized by the appropriate Washington University departments listed in this guideline. Per this guideline temporary structures will not be allowed on University properties off campus. All provisions outlined in this guideline must be met. Violations will be reported to the Judicial Administrator.

B. At present there are no authorized or approved areas to build temporary structures on the Danforth or S-40 campuses. As requests are received they will be evaluated and approved/disapproved on a case by case basis. An alternative site may be recommended. Due to the increase of new buildings, a decrease in green space and to protect University properties, space allocations will be limited.

C. University approval for a temporary structure includes but is not limited to the following departments. The Executive Director of Campus Life, Event Services, Facilities Ground & Landscape Manager, Residential Life Facility & Service Coordinator (S-40 only), Environmental Health and Safety Office, Washington University Police Department, the appropriate Zone Maintenance Manager and Utilities Operations. In addition, local City and County jurisdictions have final authority to approve/disapprove the temporary structure based on guidance provided in the International Fire Code as well as Section 3103, Temporary Structures, in the Building Code. A temporary structure will be allowed only when all conditions of this guideline have been met and required approval signatures obtained.

D. To ensure your temporary structure meets the requirements of the International Building & Fire Codes an architect and/or engineer must be retained to review and approve all drawings. Drawings to scale must be provided. Drawings must be signed by and architect/engineer, have their seal, and be maintained on the premise. **Note:** If you do not have an architect or engineer you can use HKW Architects. Their contact information is provided in Attachment Three.

E. All materials used on the interior and roof of the temporary structure must be flame retardant. Oil-based paint, flammable or aerosol spray paint, aerosol foam and Styrofoam material may
not be used during the building of the structure. Oil-based paint can be used prior to bringing
the materials on the site. When using water based paints on the work site a drop cloth or tarp
shall be used to protect property surfaces and landscape. The use of open flame, candles,
incenses or other like materials is prohibited.

F. If you plan to have electrical power, lighting or other special effects in the structure you will
need to hire a certified electrician to install all electrical systems to meet code. Power
sources for electrical power will need to be coordinated with Facilities Planning &
Management, either the appropriate Zone Maintenance Manager or the Utility Operations
Electrical Energy Engineer. Contact information is provided in Attachment Three.

G. University departments listed in the steps one to eight below must be contacted and
approval received prior to seeking approval from a City or County. As approvals are received
by the group, signatures must be obtained on Attachment Two. To ensure all approvals are
received in an orderly and timely manner it is recommended you follow these steps.

**Step One:** Review the guideline process to determine if requirements of this guideline can
be met and approvals obtained in the timeframes required. This also gives you the opportunity to
prepare and ensure information needed during the process is readily available.

**Step Two:** Complete Attachment One, Written Description of the event and make
sufficient copies for each department in the approval process. Attach a (to scale drawing) of the
temporary structure along with a listing of building materials to be used. Once plans have been
submitted changes to building materials cannot be made or substituted without approval. It is
recommended sustainable materials be used in your project.

**Step Three:** Use Attachment Two, Required Signature List, to obtain the approval
signatures and Attachment Three, Point of Contact List, to guide you through the coordination
process.

**Step Four:** Contact the Executive Director of Campus Life at least **8 weeks prior** to the date
the temporary structure is required to obtain a signature of approval to proceed.

**Step Five:** Contact Event Services to reserve a location for the temporary structure at least
**8 weeks prior** to the date the temporary structure is required to obtain a signature of approval to
proceed.

**Step Six:** Contact the Facilities Ground & Landscape Manager at least **8 weeks prior** to the date
the temporary structure is required to confirm the location and obtain the approval signature
to proceed.

**Step Seven:** If the temporary structure is located on the S-40 contact the Facility & Service
Coordinator at least **8 weeks prior** to the date the temporary structure is required to confirm the
location and obtain the approval signature to proceed.

**Step Eight:** Once approval has been received from Campus Life, Event Services, Facilities
Ground & Landscape Manager, and Facility & Service Coordinator if the temporary structure is
located on the S-40, you should contact the following departments at least **7 weeks prior** to the
date the structure is required to make them aware of the project and receive their approval.
signature to proceed. These departments may also have questions, instructions, requirements or guidance for the project.

1. The University Police Department, Patrol Bureau Commander or the Police Chief.
2. The appropriate Zone Maintenance Manager of the zone where the structure will be located.
3. Utility Operations, Electrical Energy Engineer if you plan to use electrical power.
4. University General Property Insurance for student release forms.

**Step Nine:** Depending on the location approved for your temporary structure you will need to work with one of three jurisdictions having approval authority. They are the City of Clayton, the City of St. Louis, or St. Louis County. As each jurisdiction has specific instructions and paperwork requirements you’ll need to contact their representative at least **6 weeks prior** to the date the temporary structure is required. Contact information for each organization is listed on Attachment Three.

1. City of Clayton, Planning and Development Services for any S-40 structure location.
2. City of St. Louis. As the City does not provide direct contact information you will need to work through and Architect or Engineering firm to obtain approval. You can either use KHW Architects or a firm of your choice. This is for structures located at the east end of the Danforth Campus which includes areas adjacent to Steinberg, Bixby, Kemper, Walker, Brauer, Green Hall and Brookings Drive.
3. St. Louis County Public Works will be contacted for the remainder of the Danforth Campus.

**Step Ten:** After obtaining approved forms permits and signatures you will need to meet with the Environmental Health & Safety Office (EH&S) at least **2-3 weeks prior** to the start of construction. You will need to bring the following items.

- Attachment One – Written Description of the Event
- Attachment Two – WU Temporary Structure Approval Signature List
- A copy of all approval paperwork, permits, bonds and Special Event forms from St. Louis County, the City of Clayton or the City of St. Louis.
- An approved and signed copy of the structure to scale.
- A list of all building materials.
- A list of power tools (table, jig and power hand saws, drills and sanders) and equipment (ladders, scaffolding and extension cords) to be used during building and tear down. **NOTE:** All extension cords will be 3-pronged heavy duty industrial not the regular household type. Use of power tools, extension cords, ladders or scaffolding will require training and safety inspection.
- A list of personal protective equipment (PPE) that will be used during building and tear down. Overhead work will require hard hat wear. Training will be required on PPE use and safety inspection.
- A plan for the removal and disposal of all building materials after tear down.