

May 9, 2014

BUILDING DEPARTMENT PROCEDURES FOR FAIRS, FESTIVALS, & CONCERTS

Special events must satisfy the following conditions of the Canton Building Department in order to provide a safe and successful event to all participants:

- a. Obtain a Temporary Special Permit from the Town of Canton Zoning Board of Appeals. This may be obtained through an informal hearing before the Zoning Board of Appeals. The Zoning Board of Appeals phone number is (781) 575-6589.
- b. Obtain appropriate building permits for all temporary structures (tents). Provide worker's compensation and flame spread certificates for all tent pieces. The building permit fee is \$150. All tents greater than 400 square feet shall be installed and provided with emergency lighting and exit signs in accordance with 780 CMR, the Massachusetts State Building Code. Any tents with doors must be equipped with panic hardware. Furniture in tents must satisfy the State of California Bulletin #117 or #133. Any cooking in tents must occur in a separate tent no closer than 20' to any other tents or structures.
- c. Obtain all required approvals and/or permits from the Town of Canton Fire Department. In accordance with 527 CMR 6.0, any propane used during the event requires a permit be obtained from the Canton Fire Department. A \$25 fee must accompany the propane permit application. 781 575-6654
- d. Access for first responders must be provided to the site at all times during the special event. The Fire Chief or his designee shall determine the required access to the site and the necessity of a life safety detail.
- e. For events greater than 100 people, provide an Emergency Medical Services plan to be approved by the Fire Chief or his designee.
- f. Obtain gas permits for all temporary cooking appliances. The gas permit fee is \$75. All gas appliances must be approved by the Massachusetts State Plumbing and Gas Board.
- g. Use non-combustible materials or blocks under all cooking appliances. This will minimize the possibility of cooking appliances tipping or creating a hazard.
- h. Maintain 3 feet of clearance behind all cooking appliances, and protect cooking areas with appropriate screening or fencing.

- i. A plumbing permit will be required for any fixtures using the Town of Canton's water supply. A back-flow preventer and supply hoses certified for potable water must be used.
- j. Obtain electrical permits for all temporary power, wiring and equipment. The wiring permit fee is \$75.
- k. All Certificates of Inspection as required by 780 CMR, the Massachusetts State Building Code for the structure holding the event must be current.
- l. Contact the Board of Health regarding any food being served during the event.
781 821-5021
- m. Provide all names and contact numbers for all personnel involved with the festival.
- n. Provide layout of event, showing location of tents, stages, cooking areas, etc.
- o. Provide guardrails, handrails, and lateral bracing on all stages, as required by 780 CMR. Stages must satisfy all structural and wind load requirements in accordance with the Massachusetts State Building Code. Documentation must be provided stating the maximum sustainable wind load of all stages and structures.
- p. The entire event (tents, stages, cooking areas ...) must be completely set-up 24 hours prior to the commencement of the event. This will ensure all equipment satisfies all state and local regulations. Any equipment not ready for inspection will not be allowed to be used during the event unless a \$50 re-inspection fee, per appliance is provided to the Town of Canton Building Department

Your cooperation with these public safety requirements is greatly appreciated, and will help provide a safe environment for your event.

Should you have any questions or need further assistance, please call (781) 821-5003.

Edward T. Walsh
Building Commissioner