



GUIDE TO PLANNING AN EVENT CENTER

WHAT IS AN EVENT CENTER?

An event center is a facility or property where a variety of public or private events are held, either indoors or outdoors.

DO I NEED A LAND USE PERMIT?

Yes. A Special Use Permit (SUP) will be required for most event center proposals. There are two types of SUP's:

1. Administrative (few events) – Recommend a Presubmission Conference.
2. Hearing Examiner (many events) – Requires a Presubmission Conference prior to submitting the SUP application.

Other permitting issues pertaining to critical areas, building, fire, stormwater, and health will be identified through the Presubmission process.

HOW DO I GET STARTED?

Prepare a business plan. The following general information will help you prepare your plan. Specific additional information or requirements may be identified through formal review of the proposal.

A. Land Use Permitting Issues (360)786-5490

1. Type of events to be held.
2. Number of events per calendar year.
3. Maximum number of guests for an event.
4. Maximum number of guests to be inside the structure at one time.
5. Will there be outdoor musical entertainment or microphones?
6. Distance to the nearest property line from your event center structure or activity area.
7. Number of parking spaces proposed. If more than 30 spaces, a State Environmental Policy Act (SEPA) determination is required.
8. Type of screening from neighboring properties.
9. Critical areas on-site. If critical areas will be disturbed, a Critical Area Review Permit is required.
10. Will timber be removed? If so, how many board feet? If over 5000 board feet, a Forestland Conversion Permit and a SEPA determination are required.

B. Building and Fire Requirements (360) 754-3355 ext. 7289

1. If the structure is over 4000 square feet, design by an architect is required.
2. If the structure is over 8000 square feet, a SEPA determination is also required.

3. An engineer may also be required for any size structure depending on construction type.
4. If the occupant load exceeds 100 persons, a fire code construction permit for a sprinkler and fire alarm system will be required.
5. Water for fighting fires may need to be provided. The quantity of fire flow water will depend on the type of construction and square footage of the structure. Fire flow can be lowered by construction type, sprinklers, and a fire alarm.
6. If the building will be heated or cooled the structure shall comply with the Washington State Energy and Mechanical codes.
7. Regardless of size, the structure must have restrooms that have hot and cold running water.

C. Environmental Health Requirements (360) 867-2673

1. If more than 25 people per day participate for more than 60 days per year, public water system approval will be required. Contact Washington State Department of Health, Office of Drinking Water at (360) 236-3030
2. If less than 25 people per day participate, or more that 25 people but 60 or fewer days per year, contact Thurston County Environmental Health to determine options for a public water system.
3. If food is served at the events, food service review and approval is required. Contact the Food and Environmental Services Section at (360) 867-2667 to determine what type of food service approval is required.
4. The facility will need to be connected to sewer or a permitted onsite sewage system approved for the proposed use.

D. Development Review Requirements (360) 867-2050

1. An existing driveway and driveway approach (apron) from a public road to the event center may require upgrading (minimum 20' width with maximum 12% slope). Any new or existing driveway will also be reviewed for access spacing, sight distance compliance, and a turnaround for emergency vehicles.
2. A Construction Permit will be required for a new or upgraded driveway.
3. An Encroachment Permit will be required for a driveway approach from a public road.
4. If vehicles access the site through a private road, that entire road may require upgrading (minimum 20' width with maximum 12% slope).
5. Stormwater facilities will need to be constructed if any soil disturbance or impervious surfaces for upgrades or new construction are proposed.
6. If more than 500 cubic feet of grading is proposed, a SEPA determination may be required.