



## Memorandum of Policy

### Building Codes

**From:** Mike Metheny

**Date:** November 12, 2018

**Revised:** Mike Metheny

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**Subject:** Hard Hat Event Policy

The Certificate of Occupancy sections of the currently adopted editions of the IBC and IRC require that no building or structure be used or occupied until the building official has issued a certificate of occupancy.

The purpose of this policy is to clearly describe the limitations of events allowed before the Certificate of Occupancy is issued and the responsibility of the contractor of record and the building owner during such events.

A hardhat event is one that is not open to the general-public, meaning it is strictly an invitation only gathering introducing the invited guests to the nearly completed structure. Examples of this type of event include a topping off party, an acknowledgment for those instrumental in realizing the project or an introduction of the building's purpose and function to key community members.

It is the responsibility of the building owner and contractor of record to ensure the safety of those attending the event and to limit the invited guests to a reasonable number according to available staff providing oversight and assistance to those attending the event.