



# TEMPORARY TENT PERMIT APPLICATION / PERMIT

**Note: This Application / Permit is not valid until signed by a Fire Department representative.  
Please PRINT (ballpoint pen) or TYPE**

APPLICANT					<input type="checkbox"/> Invoice Other
Name		Business Name			
Mailing Address		Phone	Cell		
City State Zip		e-mail			
TENT LOCATION <span style="float: right; color: red;">One application per set-up date</span>					
Address		Contact Name			
City State Zip		Contact Phone		Cell	
Set-Up Date	Set-Up Time	Removal Date	Daily Number of Participants		
			MINIMUM	MAXIMUM	

Tent Information						
Please answer the following information for review of application and site plan						
Tent	Square Feet	Estimated Occupant Load	Anchorage Type	Number of Side Walls	MIN Number of Exits	Tables / Chairs / NONE / Catering / Cooking
#1						
#2						
#3						
#4						
#5						
#6						
#7						
#8						
#9						

2A Fire Extinguisher  
1 for every 1000 sqft

Generator on-site  
 Heating Provided

Exit Illumination Provided  
 Exit Sign Provided

Drapes/Decorations

**I declare under penalty of perjury, to the best of my knowledge and beliefs, the responses made herein are true and correct.**

Applicant Signature:	Printed Name:	Date:
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**\*If Safety Provisions are not sufficient for the event, additional Safety Provisions may be required by County Fire.  
See back of form for further details.**

OFFICE USE ONLY BELOW THIS POINT			
Local Fire Agency	<i>Local agency notified and conditions have been added (if any).</i>	Public Safety Plan	Required
<input type="checkbox"/> <i>Subject to the conditions noted on the Fire Inspection Form, permit is hereby approved. (Fire Inspection Form is attached)</i>			
Inspector Signature:	Printed Name:	Date	



## Required Items for Processing Tent Permit:

### Site Plan

The site plan shall be detailed to include the following information:

- Overall site plan to show the property and roads
- A detailed site plan
- Location of the required fire access roads
- Location of tent structures
- Location of parking
- Location of cooking or catering area
- Seating arrangement
- Location and number of exits from tent structure
- Location of fuel fired equipment or internal combustion engines
- Location of other structures
- Total occupant load base in use
- Size of tent structure
- Number of walls or openings

### Applicant Information

The applicant or owner shall provide at minimum:

- Name
- Billing and mailing address
- Address of tent structure location
- Contact number
- Dates the tent structure will be erected

### Access, Location and Parking

#### Access

- All access shall be in accordance with amended section of Section 503 of the fire code

#### Location and Parking

- Tents shall not be located less than 20 feet from property lines, parking areas, buildings, or internal combustion engines
- Support ropes and guide wires shall be considered part of the tent
- See fire code for exemptions

### Signage and Emergency Illumination

- All tents shall be equipped with no-smoking signs and exit signs
- Illuminated exit signs and egress illumination shall be provided when the temporary tent will be used at night, or if it will hold more than 50 occupants at a time

### Occupant Load and Exiting

Every temporary tent structure based on the occupant load shall have a minimum number of exits, as listed in the table below:

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS
10 to 199	2	72"
200 to 499	3	72"
500 to 999	4	96"
1,000 to 1,999	5	120"
2,000 to 2,999	6	120"
Over 3,000	7	120"