



APPLICATION FOR TENT, CANOPY OR TEMPORARY MEMBRANES STRUCTURES

1. Address/Location of Installation: _____
2. Name of Event Host: _____ Contact Phone: _____
3. Event Host Email Address: _____
4. Name of Applicant (Tent Co.) _____ Business Phone: _____
5. Applicant Email Address: _____ App. Cell Phone: _____
6. Applicant Billing Address: _____

7. Event Date(s): _____
8. Installation and Removal Date(s):
Set Up: _____ Take Down _____
9. Tent(s) Ready for Site Inspection:
Date: _____ Time: _____

Quantity	Size	# of Sides

10. Type of Event: _____
11. Are there to be inside decorations: Yes No

NOTE: Certificates of Flame Resistance for all tent fabrics and all interior decorative fabrics shall be provided to fire department at before issuance of permit (submit with application or provide at site inspection).

12. Lighting installed inside tent(s): Yes No
13. Heating inside tent(s): Yes No
14. Cooking Appliances to be used? Yes No

Provide a Diagram/Plot Plan showing tents above and location of safety items listed below.

Explain type of equipment to be used for heating and cooking appliances and type & quantities of fuel:

- Amount
- _____ Fire Extinguishers
- _____ No Smoking Signs
- _____ Occupancy Load
- _____ Distance from Buildings

PROCEDURE:

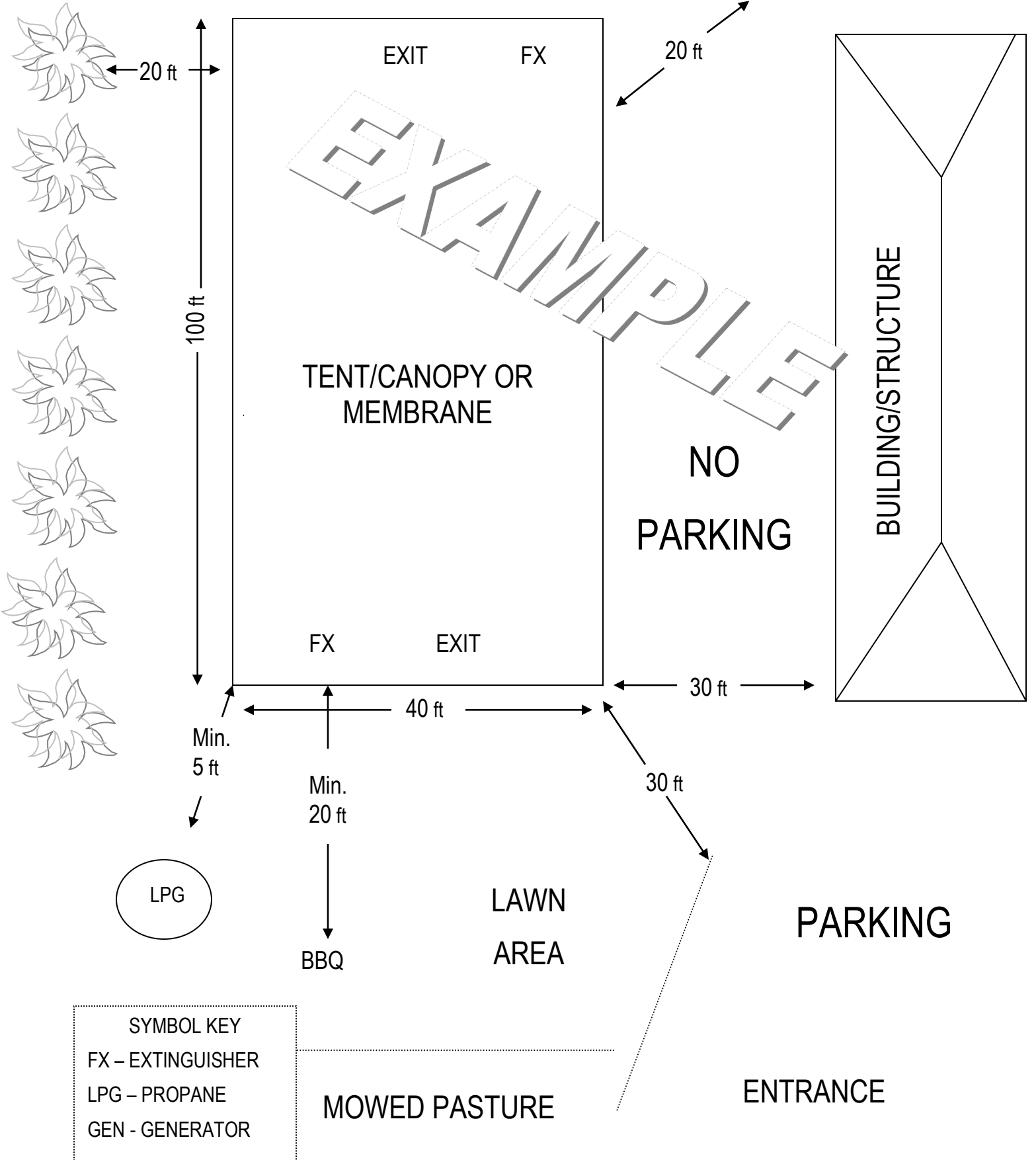
- A. Review all requirements for tent and temporary membrane structures presented on SBCFD's Code Summary for Tents and Temporary Membrane Structures located on our department website www.sbcfire.com. Click on "Doing Business/Tent Requirements" to find the Code Summary.
- B. Complete application and "Save As" with document name of site address/location. Create site plan, scan (if hand drawn) and email application, site plan, and copy of flame resistance certification to: Inspection.Services@sbcfire.com
- C. Your application will be reviewed for completeness and compliance to location and distance requirements.
- D. A reply email will be sent to you stating whether your application has been approved.
- E. Once approval has been received, contact Inspection.Services@sbcfire.com or (805) 686-5077 at least 24 hours PRIOR TO SETUP to arrange a time for site inspection of the tent.
- F. The site inspection date and time should be sufficiently in advance of the event so that if there are problems or standing violations, they can be corrected after the site inspection and prior to start of event.
- G. The cost of the tent permit is \$137.00. If the initial site inspection results in violations and a re-inspection is required, an additional fee will be added to the cost of the \$137.00 tent permit.
- H. A satisfactory inspection will result in verbal approval which will act as temporary permit until paper permit is mailed to applicant.
- I. A bill for the permit fee will be mailed to the billing address on the application after the site inspection insures compliance to California Fire Code requirements.
- J. Failure to make timely payment for a permit will result in your company not being able to obtain any future required permits.
- K. If you do not have access via email, you may print up the application and mail or fax completed application with site plan and flame resistance certificate to address and numbers above.

Event Name: _____

Date: _____

Location: _____

Phone #: _____



SYMBOL KEY
 FX – EXTINGUISHER
 LPG – PROPANE
 GEN - GENERATOR