



Richmond Fire Department

Fire Prevention Services Division

440 Civic Center Plaza · Richmond, CA 94804 · Phone (510) 307-8037 · Fax (510) 307-8048



TENT PERMIT APPLICATION

Application is due 14 days prior to event if not expedited fees will be applied (\$753.00)

NOTE: This is an application for a permit to install a tent or canopy over 400 square feet in area.

PERMIT NUMBER: _____

PROPERTY LOCATION: _____

Business/Tenant Name: _____

City of Richmond Business License #: _____

Purpose for which tent(s) will be used: _____

Supplier of tent (Name, City, State, Zip): _____

Tent Set-Up Date: _____ Tent Removal Date: _____ Approx. # of Occupants: _____

CALL THE FIRE PREVENTION SERVICES DIVISION TO SCHEDULE TENT INSPECTION (510) 307-8037

Tents must be ready for inspection by 7:00 p.m. on Friday night for weekend events or actual cost of the inspector will be charged.

TENT - A structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents that it protects. *Any tents larger than 1,000 sq. feet will require engineering calculations.*

- NUMBER OF TENTS LARGER THAN 400 SQUARE FEET: _____
- DIMENSION(S) OF TENT(S): _____

CANOPIES- A structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

- NUMBER OF CANOPIES LARGER THAN 400 SQUARE FEET: _____

FLAME RETARDANT CERTIFICATE(S) ATTACHED: Yes No

ELECTRICAL: Source of electrical power: N/A Extension Cord Temporary Pole Generator

TOILET FACILITIES: Toilet facilities will be provided by: Use of Existing Building Temporary Toilets

******* DEPARTMENT USE ONLY *******

APPROVED _____ DENIED: _____ PERMIT TECH: _____ FIRE CODE: _____

DATE: _____ PERMIT FEE PAID: YES / NO FEE: \$ _____ NEW: _____ RENEWAL: _____

IMPORTANT NOTICE FOR TENT PERMITS – PLEASE READ

TENT PERMIT SUBMITTALS **SHALL** INCLUDE **ALL** OF THE FOLLOWING BEFORE PLANS WILL BE APPROVED. IN ORDER FOR THE FIELD INSPECTOR TO PERMIT THE EVENT TO OCCUR, EACH ITEM SHOWN OR STATED CLEARLY ON THE APPROVED PLANS SHALL BE CONSISTENT WITH THE CONDITION OBSERVED BY THE FIELD INSPECTOR OR THE PERMIT **WILL NOT** BE APPROVED.

Submit a site plan and floor plans denoting:

- The area of the tent installation including support.
- Type of anchoring system used; stakes w/ropes, water barrels, cement blocks, etc.
- Fire lanes.
- Nearest existing fire hydrant.
- Distances to property lines, buildings, other tents and vehicles.
- Location of heating units (if applicable).
- Location of generators and fuel tanks.
- Wiring routing on floors, how secured and ramped over.
- Floor plan of the tent, including all tables, chairs, aisles, stages, switchboards, buffets, fire extinguishers, exits, exit signs, LP-gas cylinders and cooking equipment.

THE MAXIMUM TOTAL NUMBER OF DAYS A TENT MAY BE ERECTED AT THIS LOCATION IS 180 DAYS. **THIS PERMIT EXPIRES 30 DAYS FROM DATE OF ISSUANCE.**

Property Owner: _____ Phone: _____

Address: _____ City/State: _____ Zip: _____

Email: _____

Applicant: _____ Phone: _____

Address: _____ City/State: _____ Zip: _____

Email: _____

Contractor: _____ Phone: _____

Address: _____ City/State: _____ Zip: _____

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The undersigned invites Richmond Fire Department Prevention Services Division Inspectors to make reasonable inspections and investigation of the subject property during the period of construction. The undersigned understands that the granting of a permit does not authorize violation of any state or local law.

APPLICANT SIGNATURE: _____ **Date:** _____

TENT PERMIT APPLICATION CONDITIONS

- Tents, canopies or temporary membrane structures shall not be located within 20 feet of: Lot lines, buildings, other tents, canopies or membrane structures used for cooking or cooking booths, parked vehicles and internal combustion engines (such as generators) unless approved by the Fire Department.
(For the purposes of determining required distances, support ropes and guy wires shall be considered part of the temporary membrane structure, tent or canopy.)
- Hay, straw, shavings or similar combustible materials shall not be located within any tent, canopy or membrane structure containing assembly occupancy, except for materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit are permitted if kept damp. Combustible vegetation and waste material shall be removed from inside and within 30 feet of structures.
- Heaters and open flame devices are not allowed inside or within 20 feet of a tent, canopy or membrane structure while open to the public, except as specifically approved by the Fire Inspector. Cooking and heating equipment is not permitted within 10 feet of exits or combustible materials. LP-gas containers shall be located outside, at least 10 feet from the structure.
- Fireworks ARE NOT permitted within 100 feet of tents, canopies or membrane structures.
- Portable fire extinguishers **SHALL** be provided in each tent (min. 2A:10 BC 10-lb. ABC type). Additional extinguishers shall be required for approved cooking or cooking booths.
- Exit signs shall be provided where exits serve an occupant load of 50 or more persons. Occupant load signs shall be posted as specified by the Fire Inspector.
- Where the occupant load exceeds 300 people, an approved emergency lighting system shall be provided.

THE SPECIFIC OPERATION(S) SO AUTHORIZED ARE AS FOLLOWS:

CONDITIONS OF PERMIT: *The conditions, surroundings and arrangements for the operation(s) or activities subject to this permit shall be in accordance with all applicable regulations. The premises shall be subject to periodic inspection by the Fire Prevention Services Division Inspector to ensure compliance with the applicable regulations and any condition(s) imposed. The permit is subject to revocation for failure to comply with those regulations and any specific conditions that are in effect at the time of inspection.*

Date of Inspection: _____ / _____ / _____

Approved by: _____
Inspector Signature