



South San Joaquin County Fire Authority

Community Risk Reduction Division

835 N Central Avenue Tracy, CA 95655 Phone: (209) 831-6700 Fax: (209) 831-6703

TENT/CANOPY PERMIT APPLICATION

Please submit application to fire.plancheck@sjcfire.org

The following information is required in order to process your application (type or fill out in pen only):

EVENT NAME: _____

Job/Site Address: _____ City: _____ Zip Code: _____

Bldg. Name/Bldg.#/Lawn Area: _____ Cross Street/Location Details: _____

Event Date(s): _____ Requested Inspection Date & Time: _____

Date Tent/Canopies Erected: _____ Date Down: _____ Hours of Operation: _____

Number of People Anticipated: _____ Type of Event: _____

Type of Entertainment: Dancing? Yes No Other _____

Type of Cooking (include fuel type): _____ Ground Cover: _____

Power Source(s): Premises (PG&E) Generator Heating Electric Propane None

Permit Required: Tents and membrane structures having an area in excess of 400sq. ft. shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

Exception: Tents open on all sides which comply with all of the following:

- 1.1 Individual tents having a maximum size of 700 sq. ft.
- 1.2 The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 sq. ft. total.
- 1.3 A minimum clearance of 12 feet to all structures and other tents.

| TYPE | # | Size | # | Size | # | Size | # | Size |
|-----------|---|------|---|------|---|------|---|------|
| Tents: | | | | | | | | |
| Canopies: | | | | | | | | |

SUPPLIER INFORMATION:

Company Name: _____ Office Contact: _____

Mailing Address: _____ City: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

On-Site Contact Person: _____ Cell #: _____

Workers' Compensation Insurance:

Policy #: _____ Company: _____

REQUIRED SUBMITTALS WITH THIS APPLICATION:

1. Site (plot) plan, indicating locations of tents/canopies, including distances from other temporary structures, buildings, property lines or festival booths. In addition, identify if generators will be used and their location(s) relative to the tents/canopies. Vehicle parking areas, fire lanes and roadways shall be provided and maintained. Indicate the number, type rating and locations of portable fire extinguishers.
2. Provide a seating/table arrangement floor plan indicating the number of chairs and/or tables, table dimensions, seat spacing, aisle locations and widths, exit widths/locations, emergency lighting and exit signage.
3. Refer to our *Tents and Canopies* and *Festival Cooking and Vendor Booths* specifications for additional requirements.

I agree to comply with all city and county ordinances and state laws, including CCR Title 19 and the adopted City of Tracy Fire Code, relating to tents or temporary membrane structures.

(We) agree to save, indemnify and keep harmless the City of Fire Department, Fire Prevention Division, against liabilities, judgments, costs and expenses that may in any way accrue against said District in consequence of granting this permit.

PRINT NAME: _____ COMPANY: _____

APPLICANT'S SIGNATURE: _____

DATE: _____