Vallejo Fire Department
Fire Prevention Division
555 Santa Clara Street, 2nd Floor, Vallejo, CA 94590
707-648-4565/707-648-5214 Fax

180-DAY TENT PERMIT APPLICATION

A tent permit shall be required for any tent larger than four hundred (400) square feet erected on public property or in the public way.

Exceptions:

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides which comply with all of the following:
   - 2.1. Individual tents having a maximum size of 700 square feet (65 m^2).
   - 2.2 The aggregate area of multiple tents places side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m^2) total.
   - 2.3 A minimum clearance of 12 feet (3658 mm) to all structures and other tents.

Tent/Canopy Permits are valid for the specified dates only. All Tents shall comply with Chapter 24, 2010 California Fire Code.

Please fill out all requested Information to facilitate review and the issuance of your permit. Applications should be submitted a minimum of ten (10) working days prior to the event.

Application for: ☐ Tent – How many: _____

Applicant Information

Name or Company		Phone Number	
Address			
City		Zip Code	
Contact Person		Email	

Tent Site Location

Building or Site Name			
Address			
City		Zip Code	

Tent Vendor Information

Name		Phone Number	
Address			
City		Zip Code	
Contact Person		Email	

Occupancy/Use of Tent

☐ Assembly ☐ Mercantile ☐ Storage	☐ Other – Explain_____
Type of Event/ Purpose of Tent:	# of Days Event Is Running:
Date(s) of Event:	Date & Time the Tent Will Be Ready For Inspection: (Additional fees will be accessed for after hours and weekend inspections.)

Tent Information

☐ Single Site or ☐ Multiple Sites	Tent(s) Square Footage:
Number of Exits: Occupant Load:	Tent Fabric Fire Resistant ☐ Yes ☐ No Date:
Tent Occupied In Hours of Darkness ☐ Yes ☐ No	Year Tent Manufactured:
Location of Nearest Building (10'min.):	20' Fire Lane Maintained ☐ Yes ☐ No
Site Plan Drawn to Scale ☐ Yes ☐ No	Fire Extinguishers ☐ Yes ☐ No
Exit Signs & Emergency Lights ☐ Yes ☐ No	Electrical Power Provided ☐ Yes ☐ No ☐ U.L. Cords
Heating Appliances ☐ Yes ☐ No If Yes, Fuel Type and Location:	
Cooking Appliances ☐ Yes ☐ No If Yes, Fuel Type and Location :	
LP Gas Cylinders are at Least 5' From Tent ☐ Yes ☐ No ☐ N/A	
Arrangement of Seating ☐ Chairs ☐ Tables & Chairs ☐ Bleachers ☐ None	
Sidewalls on Tent ☐ Yes ☐ No ☐ Only in bad weather	

Permit & Inspection Fees:

Tent Permit fees will be calculated based on the information provided on this application. All fees are payable to: "Vallejo Fire Department".

The following items are required to be submitted with a Tent permit application:

1. Drawing showing square footage of tent distance from structures, vehicle parking, and generators. Tent shall be located not less than 20 feet from any property line or permanent structure, except where property line is a street or alley;
2. A floor plan inside the tent showing location of tables, chairs and any other sizeable objects including heating/cooking equipment that is to be used under the structure. Also to be identified on the plan, the locations of the emergency equipment: exit signs, fire extinguishers and "No Smoking" signs.
3. An affidavit, affirmation or flame-retardant certificate of the fire-resistive treatment.

Please read and follow all requirements below.

1. Fire Department Permit shall be posted in public view at all times.
2. Automotive equipment that is necessary to the operation of the establishment shall not be parked less than 20 feet from any tent. No other automobiles shall be parked less than 100 feet from a tent.
3. **"NO SMOKING"** signs with block letters at least five inches in height shall be conspicuously posted in all tents.
4. Fire extinguishers and other fire protection equipment shall be provided as required.
5. Internally illuminated exit lights are required at every exit and wherever otherwise required to clearly indicate the direction of egress.
6. All heating or cooking equipment shall be approved for use by the Fire Prevention Division.
7. Post Occupancy Load when load is over 50 persons.
8. Any floor covering must be noncombustible or treated and maintained in an approved flame-retardant condition.

_____ _____

Applicant's Signature **Date**

PLANS REVIEW RECORD -- For Office Use Only -- Do Not Write Below This Line

Date Plans Received	Received By	Permit Fee	Check #	VFD Permit #
Date Plans Reviewed	Reviewed By	Inspection Date/Time		
Notes				