

City of
SACRAMENTO
Fire Department

Chris Costamagna
Fire Chief

5770 Freeport Blvd., Suite 200
Sacramento, CA 95822-3516
Ph.: (916) 808-1300
Fax: (916) 808-1677
www.sacfire.org

TENT PERMIT APPLICATION

EVENT INFORMATION

Event Name: _____ Event Contact: _____
Event Location: _____ Phone: _____
City/ Zip: _____ Type of Event: _____
Event Date(s): _____ Time Start: _____ Time End: _____ Total # of people: _____
Event Billing Address: _____
Event Date/time of set-up: _____ Event Date/time of take-down: _____

DESCRIPTION OF EVENT

Please submit with this application a copy of the event packet and/or a written statement describing the event. **Please check-mark** the items below confirming the associated information was provided.

Please include a **Tent Floor and Site Plan** illustrating the set-up area with the following information:

- Site plan and route. Overall lot view showing property lines, location of event and distance from closest public road.
- Diagram of event footprint, including access roads and permanent structures. Show location of tents on property, tent size, and proximity of tents to other structures, including cooking facilities, heaters, generators and other tents. Show locations of medical aid, cooking areas, electrical and plumbing access, fire hydrants and other applicable details.
- Tent Staking and anchoring plan. Stake length, soil types, and expected wind load for the area and season must be provided with application. If tents of different size and configurations are planned, provide separate anchoring plans for each. The plan must show the area of each tent and the planned occupant load for each tent. The plan shall indicate how many walls will be used, the location of exits, and internal partitions.
- The location of fire department access (20ft minimum), emergency exits (egress and ingress)
- The location and number of Hot Food Vendors and food trucks (if present). Provide a list of all the food vendors with their contact information.
- Engineering documents. Depending on the complexity and expected weather at the location, formal anchoring calculations and other engineered features may be requested by the Fire Official.
- Seating and table plan (interior setup) – if seating and/or tables will be used, show the approximate location of rows and tables, location of exits and aisle ways. Note the day of operation, and indicate emergency lighting when it is warranted. Please include occupant loads.
- Attach copies of flame certifications for tent and decorative materials. **Certificate of flame resistance**

Shall be provided for all the tents and include the CA State Fire Marshal Seal and Certification. All small tents (10x10) shall have a permanently affixed of CPAI-84 fire resistance rating.

- Decorative materials:** drapes, hangings, curtains, drops, and all other decorative material, that would tend to increase the fire and panic hazard shall be made from a non-flammable material, or shall be made from a non-flammable material, or shall be treated and maintained in a flame-retardant condition approved by the California State

BILLING INFORMATION

Event Sponsor Name: _____ Event Sponsor Phone: _____
Sponsor Address: _____ City/State/Zip: _____
Tent Rental Company: _____ Rental Company Contact: _____
Rental Company Address: _____ City/State/Zip: _____
Rental Company Phone: _____
Proposed Fire Department inspection date and time: _____

Note*: Normal inspection hours are Monday- Thursday 7:00am-3:00pm. After hours inspections are available, however, they will be at an overtime rate.

COMPENSATION INSURANCE INFORMATION

Verification of a hold harmless or co-insured insurance for the city of Sacramento must be submitted at least 14 days prior to your event. Provide a copy of the original Certificate of Insurance, to be included with this application, which complies with the following requirements (refer to Section 993, Title 19 and 12611, California Health and Safety Code)

- The standard proof of insurance is the ACORD certificate form
- The name of the insured, the insurance carrier, the policy number, coverage limits, and effective and expiration dates for the coverage must be stated on the certificate of insurance
- Certificate holder must be listed on the certificate as City of Sacramento, 915 I Street, Sacramento Fire Department, 5770 Freeport Blvd, Suite 200, Sacramento, CA 95822.
- Insurance certificates must be signed by an authorized representative of the insurance carrier. Electronic signatures are acceptable

A photocopy of a hold-insurance or co-insured insurance for the city of Sacramento. has been included with this application:

Yes No

Permit Fee Information

Permit Fees and Inspection Rates are posted on the City of Sacramento Website under Fees and Charges.

Fee and Charges Web-Link:

https://www.cityofsacramento.org/Online-Services/FeeChargeSearch.aspx?cu_fee_id=3123

*** Expedited review is available upon request. Please note there is an hourly charge in addition to the permit for this option. Each request is subject to the approval of event review staff and must be made at the time of initial submittal.

Tent applications are to be submitted 14 business days prior to the event please submit electronically at:
sacfirespecialevents@sfd.cityofsacramento.org

No changes will be allowed to the tent permit application within 48 hours of the event.