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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:

- The location and number of tents (advise if the tents will be used for food, merchandise, storage, etc)
- The square footage and occupancy capacity of each tent (50 or more shall have occupancy signs)
- The location of fire extinguishers, propane tanks, generators, heaters, exits, seatings, tables, etc.
- The location of fire department access (20ft minimum), emergency exits (egress and ingress)
- The location and number of stages, beer/wine gardens, rides, displays, and pyrotechnics/open flames
- 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.

SPONSOR/TENT COMPANY 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-Friday 7:00am-2:00pm. After hour inspections are available, however 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

ADDITIONAL REQUIREMENTS

- **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

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

TENT GUIDELINES

- **What qualifies as a tent?**
 - A structure, enclosure or shelter, with or without side-walls or drops, constructed of fabric or pliable material supported by any manner.
- **Do all tents need permits?**
 - If you have any tents larger than 400 square feet/ or canopies larger than 700 square feet.
 - If you have a cluster of more than 7 tents (10x10) without a 12 feet space.
- **Who is responsible for the fees and permit?**
 - This is an understanding that is established between the event coordinators and the tent rental company. The renter is ultimately responsible for the permit.
- **What happens if I do not get a permit for the tents at my festival?**
 - There is a broad range of options. They may range from modification of the tent to meet the code to closure and administrative citation(s). Please note that a permit shall be required for the continued use of the tent.
- **When will I receive my permit?**
 - A representative from the Fire Prevention Division will set a time for an inspection. **The inspection will only occur after the application has been approved.** You will be issued your permit upon successful completion of the field inspection.

TENT GUIDELINES

- **Generators:**

- Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents, and canopies by a minimum of 20 feet and be isolated from contact with the public by fencing enclosure or other approved methods. **The refueling of hot generators or other equipment is not permitted.** Electrical codes and connections shall be protected. Per the California Fire Code Section 1204.10, A listed portable fire extinguisher complying with Section 906 with a minimum rating of **2-A:20-B:C** shall be provided not more than 50 ft from the portable generator.

- **Flammable and Combustible Liquids**

- Flammable liquid filled equipment shall not be used in temporary membrane structures, tents, or canopies.
- Flammable and combustible liquids shall be stored outside and in an approved manner no less than 50 feet from temporary membrane structures, tents, or canopies.
- Refueling shall be performed in an approved location not less than 20 feet from temporary membrane structures, tents, or canopies.

- **Sources of Ignition**

- Smoking is prohibited in tents, canopies, and temporary membranes structures and in adjacent areas where combustible materials are stored or used. "No Smoking" signs shall be conspicuously posted. Fireworks, open flames, and devices capable of igniting combustible material shall not be used adjacent to temporary membrane structures tents, or canopies unless other approved. (Propane powered heaters are not permitted inside)

- **Open Flames**

- Open flames, candles, or any other device that emits a flame shall not be used in, or immediately adjacent to, any tent.

*** 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 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.

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