



**FIRE DEPARTMENT**

1635 Broadway Avenue  
Seaside, CA 93955

Telephone (831) 899-6790  
FAX (831) 899-6261

**APPLICATION FOR PERMIT AND INSPECTION TO OPERATE A TEMPORARY TENT,  
CANOPY OR MEMBRANE STRUCTURE OF 200 SQUARE FEET OR MORE**

GENERAL INFORMATION

Name of Event:	Location:
Start Date/Time:	End Date/Time:
Event Coordinator/Applicant Name:	Phone:

- A. In signing this application, I understand that I am responsible for all aspects of Title 19 and Chapter 31 of the California Fire Code relating to Tents, Canopies and other Membrane Structures. I also agree to contact the Fire Department with at least 24 hours notice so they can conduct any inspections prior to the Tent or Canopy being used. ***(Call 831-899-6790 to schedule your inspection with the Fire Department.)***
- B. Submit a site plan showing the size and locations of the Tents/Canopies with this application.
- C. Submit payment of \$191.00 along with this application. This fee covers permit approval and tent inspection. Submit application and payment to:

Seaside Fire Department 1635 Broadway Avenue Seaside, CA 93955 <i>(cash or check only)</i>	or	Seaside City Hall 440 Harcourt Avenue Seaside, CA 93955 <i>(cash, check or credit card)</i>
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**In signing this application, I understand that I am responsible for all aspects as stipulated by the California Fire Code, Title 19 and all applicable fire ordinances pertaining to assembly tents (see attachments). Failure to comply with these requirements at any time will result in suspension/revocation/refusal to issue assembly tent permit.**

Signature of Owner/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**The following comments are based on the applicable edition of the California Codes and should be resolved before a permit is issued.**

**Tent/Membrane Structure Requirements:**

- A minimum of 20 ft. clear width shall be provided around the tent, and shall be no closer than 20 ft. to lot lines, buildings, other temporary structures, vehicles. Support ropes and guy wires are not included.
- The structure shall not be located within a fire lane or public street.
- Fire apparatus access roads shall be provided of minimum of 26 ft. wide.
- Smoking, cooking or use of open flames in the tent shall not be permitted. If cooking is to be used, a separate dedicated cooking tent operation shall be used. Additional requirements shall apply.
- Approved "No Smoking" signs shall be conspicuously posted.
- Exits, with a minimum width of 6 ft. each, shall be provided and kept clear at all times. The number of exits required shall be determined by the occupant load and CFC Table 3103.12.2. Exit signs shall be self-luminous or shall be internally or externally illuminated.

**Exiting Requirement:**

	<b>Minimum</b>	<b>Minimum Width of</b>	<b>Each Exit (inches)</b>
<b>Occupant Load</b>	<b>Number of Exits</b>	<b>Tent or Canopy</b>	<b>Membrane Structure</b>
10 to 199	2	72 inches	36 inches
200 to 499	3	72 inches	72 inches
500 to 999	4	96 inches	72 inches
1,000 to 1,999	5	120 inches	96 inches
2,000 to 2,999	6	120 inches	96 inches
Over 3,000	7	120 inches	96 inches

- Emergency Lighting may be required.
- Hay, straw, shaving or similar combustibles shall not be located within any tent structure.
- Open flame or other devices emitting flames, fire or heat or any flammable or combustible liquids, gas, or charcoal shall not be permitted under the tent or located within 20 ft. unless specifically approved and permitted.
- Warming of foods and similar operations using solids flammables or other similar devices that do not pose a fire hazard, shall be permitted.
- If heating and cooking devices are approved, they shall not be located within 10 ft. of an exit or combustible material. These distances may be increased based upon the type and hazard of the cooking.
- A minimum of one 2A-10BC fire extinguisher shall be provided for each tent less than 3,000 sq. ft. or less than 75 ft. across. The fire extinguisher shall be currently serviced & tagged by a certified company and readily accessible.
- Other: \_\_\_\_\_

**Flame Resistance:**

- The sidewalls, drops and tops of tents and canopies shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner. Temporary membrane structures, tents or canopies shall have a permanently affixed label bearing the following information:
  1. Tent size and fabric or material type.
  2. Date materials were last treated with an approved flame retardant.
  3. The trade name and type of flame retardant utilized in the treatment.
  4. The name of the person and firm that applied the flame retardant.



**Generators:**

- Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents, and canopies by a minimum of 20' and be isolated from contact with the public by fencing, enclosure or other approved means.
- Other: \_\_\_\_\_

**LP-Gas:**

- Equipment such as tanks, valves, tubing and other related components shall be approved and in accordance with Article 82 and the Mechanical Code. LP-gas containers up to 125 gallon water capacity shall be located outside tents and canopies a minimum 5 feet. Container shall be adequately protected to prevent tampering, damage by vehicles or other hazards.
- Other: \_\_\_\_\_

**Floor Plan, specifying the following:**

- Location of exits (including size, type, and etc.).
- Location of fire extinguishers.
- Location of "No Smoking" signs.
- Location of emergency lighting (if required).
- Location of chairs, tables, merchandise and exhibits.
- Other: \_\_\_\_\_

**Inspection Requirements:**

- The permit shall be valid only for the dates specifically requested and indicated on the issued permit.
- Verification of compliance and inspection by the Seaside Fire Department shall be required PRIOR to use.
- Re-submit application / plans
- Other: \_\_\_\_\_

**Questions can be directed to the Seaside Fire Department at (831) 899-6790**

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OFFICIAL USE: DO NOT WRITE BELOW THIS LINE

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NOTES:

Inspector's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's Signature \_\_\_\_\_