



Date _____
Tracking Number _____

TENT PERMIT APPLICATION

SUPPLEMENT E

THIS APPLICATION MUST BE SUBMITTED ALONG WITH THE MASTER SPECIAL EVENT APPLICATION

Tent location: Commercial Location 1 or 2 Family Dwelling Location Public Property Other

TENT OWNER INFORMATION SAME AS MASTER APPLICATION

Tent Owner Name _____ Contact Number _____

Tent Owner Address _____

TENT INFORMATION

Tent Owner Name	Tent Number	Tent Length	Tent Width	Square Footage	Structure Type	**# of Occupants	**# of Fire Ext.	Use		
		ft	ft	sq ft	Pole Self-Supporting			Food Sales Prod. Equip.	Other Sales Other _____	Shade
		ft	ft	sq ft	Pole Self-Supporting			Food Sales Prod. Equip.	Other Sales Other _____	Shade
		ft	ft	sq ft	Pole Self-Supporting			Food Sales Prod. Equip.	Other Sales Other _____	Shade
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		ft	ft	sq ft	Pole Self-Supporting			Food Sales Prod. Equip.	Other Sales Other _____	Shade

***If tent is used as an assembly (more than 49 persons)**

1. A public address system must be provided.
2. If used after sundown, exit and emergency lighting must be provided.
3. If assembly capacity is more than 1000 people, an NOFD fire watch must be provided.

****Number of extinguishers required is based on square footage:**

0 to 499 sq. ft. = 1	3001 to 5000 sq. ft. = 4
500 to 1000 sq. ft. = 2	5001 to 7000sq. ft. = 5
1001 to 300 sq. ft. = 3	7001 to 9000 sq. ft. = 6

(each tent must have 2A:10BC portable fire extinguisher at a minimum)

Will there be any combustibles or flammable liquids under the tent?	Yes	No
Will the tent be heated?	Yes	No
Will the sides of the tent be used? If yes, all exits must be indicated on plot plan.	Yes	No
Will there be any cooking at the event? (If yes, an NOFD fire watch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment. The plot plan or layout shall indicate where cooking equipment will be located.)	Yes	No

REQUIRED ATTACHMENTS

- A certificate of Flame Resistance/Retardant for tent fabric.
- A plot plan or layout of the location showing the tents and their distances to the nearest buildings, structures, and property line is attached. (If seating will be provided, show seating/chair arrangement.)

ACKNOWLEDGMENTS

I will comply with all provisions of Ordinance 22958 MCS (International Fire Code 2006 edition as amended) specifically, Chapter 24 (Tents, Canopies, and other Membrane Structures).

Applicant Signature _____ Date _____