



# Rancho Santa Fe Fire Protection District

P.O. Box 410 • Rancho Santa Fe • CA 92067

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[www.rsffire.org](http://www.rsffire.org)

## APPLICATION FOR PERMIT TENT CANOPY

A permit is required per 2010 California Fire Code section 105 for temporary membrane structures, tents and canopies

Name of Applicant/Vendor	Contact and Contact Phone Number/E-mail
Name of Event Coordinator and Contact Number	Dates of Use: From _____ To _____
Address of Tent or Canopy	Purpose of Tent or Canopy

The following are tent, canopy, and air supported structure requirements. For specific or detailed requirements refer to Chapter 24 California Fire Code. Other 2010 California Fire Code Sections may apply to some permits. Air supported temporary membrane structures or tents having an area greater than 200 square feet or a canopy in excess greater than 400 square feet require permits.

1. Fire extinguishers and other fire-protection equipment shall be provided as required (CFC 906)
2. "NO SMOKING" signs with block letters at least five inches in height shall be conspicuously posted in all tents and canopies (CFC 2404.6)
3. Exit signage is required at every exit and wherever otherwise required to clearly indicate the direction of egress (CFC 2403.12.6)
4. Internally illuminated exit lights are required when occupant load exceeds 100 (CFC 2403.12.6.1)
5. Provide plan with exit locations, aisles and fire extinguisher locations in addition to exit widths to comply with the table located in CFC Section 2403.12.2
6. Any floor covering(s) combustible decorative materials and other effects must be noncombustible or treated and maintained in an approved flame-retardant condition (CFC 807.1 CFC 2404.2)
7. All heating and cooking equipment shall be approved by the Fire Marshal (CFC 2404.15)
8. No other automobiles shall be parked less than 20 feet from a tent or canopy (CFC 2403.8)
9. No fireworks, open flames or candles without permission of the Fire Marshal (CFC 2404.7)
10. Fire Marshal may require stand by personnel (CFC 2404.20)
11. Guy wires and other support members shall not cross a means of egress at less than 8 feet (2403.12.8)
12. Generator shall not be located closer than 20 feet from tent or canopy (CFC 2404.19)
13. Tents or canopies shall be located not less than 20 feet from any property line or permanent structure except where the property line is a street or alley (CFC 2403.8.2)
14. Tents or canopies having an area in excess of 15,000 square feet shall be located not less than 50 feet from any other tent or structure without Fire Marshal approval. (CFC 2403.8.3)
15. Weekend, after normal business hours and emergency permits may incur additional fees
16. Application shall include a plot plan that reflects the above requirements and/or any pertinent information

Applicant Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** All permit fees must be collected when submitting an application. Fire district reserves the right to terminate application for tent and canopy permit if payment is not received. **No faxed applications will be accepted.** The fire district is requiring one week notice prior to event. Emergency tent/canopy permit requests can be made by contacting an on-duty Battalion Chief at (858)756-6004.

Payment Method:  Check  Visa/Master Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

INSPECTOR SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED BY (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

ACTION TAKEN: APPROVED  DENIED  PENDING

Original: Fire Official

Yellow: Vendor/Applicant