



REDWOOD CITY & SAN CARLOS FIRE DEPARTMENT

FIRE PREVENTION BUREAU

755 MARSHALL STREET • REDWOOD CITY, CA 94063



The Redwood City and San Carlos Fire Department will consider a request for issuance of a permit to erect any temporary membrane structure, tent in excess of 400 square feet or canopy in excess of 700 square feet provided all information submitted meets the minimum requirements of the California Fire Code (CFC) and California Code of Regulations (CCR) Title 19.

Submittal Process

The application shall be submitted no less than 21 calendar days prior to the event date. **Failure to do so may result in additional charges for expedited application and plan review fees.** The following information is required in order to process your application:

1. Tent permit application
2. Application fee required with submittal (includes plan review and inspection)
3. Date and time of proposed event (including set up and break down)
4. A schematic indicating location, access and parking information, including distance from structures, other tent and membrane structures (minimum 10'), lot lines (minimum 20'), location and size of generators (if used) and fire access including road width and vertical clearance.
5. Provide documentation for anchorage, including documentation for structural stability, bracing and anchoring, wind chart diagram to withstand elements of weather and prevention against collapse.
6. Seating arrangements, include floor plan identifying number of chairs, tables, size, location, chair and table spacing, distance to dance floors, stages, exits, tent walls, and floor covering to be used (shall be treated and non-combustible).
7. Provide exit signage, locations, quantity, exit door and aisle width, the illumination of exit signage, emergency lighting, and power source(s).
8. Exit doors shall swing in the direction of egress and have appropriate panic hardware installed. All exit doors shall clearly be identifiable as an exit.
9. Ensure labeling of membrane structure or tent has a permanently affixed label bearing the identification and size of fabric or material type, and seal of registration by the California State Fire Marshal Office.
10. Provide location and quantity of "No Smoking" signs, location and quantity of fire extinguisher(s) with a minimum rating of 2A10BC and for cooking a Class K.
11. Open flame or other devices emitting flame, fire or any flammable or combustible liquids, gas, charcoal or other cooking devices are prohibited.

Prior to installation of any temporary membrane structure, tent or canopy, approval by the Fire Department must be granted. Upon approval, an inspection by the Fire Department is required prior to the event date to verify location, layout and code compliance.



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EVENT DATE: _____

PERMIT NO. _____

TEMPORARY MEMBRANE STRUCTURE, TENT OR CANOPY INFORMATION

Applicant name: _____ Phone: _____

Event Coordinator: _____ Phone: _____

E-Mail: _____

Event address: _____ Event name: _____

Type of Event: _____ Hours of Operation: _____

Date tent erected: _____ Date Down: _____ Number of people anticipated: _____

TENT SUPPLIER/INSTALLER:

Company: _____ Contact Name: _____

Phone: _____ E-Mail: _____

Tent Size(s) & Quantity: _____

Type of Entertainment: _____

Stage/Dance Floor: Yes _____ No _____ Size _____

Power Source(s): _____

Type of Cooking: _____ Fuel Type: _____

Cooking Equipment: _____

Ground Cover: _____ Size: _____

I agree to comply with all city ordinances, state laws, California Fire Code, and CCR Title 19, relating to temporary membrane structures, tents or canopies.

(We) agree to save, indemnify and keep harmless the Redwood City Fire Department, City of Redwood City, against liabilities, judgements, cost and expenses that may in any way accrue against said Department and City in consequence of granting this permit.

APPLICANT SIGNATURE: _____ DATE: _____

PRINT NAME: _____

FIRE DEPARTMENT APPROVAL

FIRE DEPT APPROVAL: _____

PRINT NAME

DATE APPROVED: _____ EXPIRATION DATE: _____