



APPLICATION FOR TENT PERMIT

APPLICATION #: _____
(Issued by Fire Department)

Vernon Fire Department
Fire Administration Office
4305 Santa Fe Ave.
Vernon, CA 90058
323 583-8811 ext. 28
323 826-1 07 fax

Name of Applicant (business name &/or contact person): _____

Mailing Address: _____

Telephone Number: (Work) _____ (Cell) _____

Date(s) of Use: _____ Inspection Setup Time/Date: _____

Site Address: _____

Size of Tent (example 2 tents 20'X40'): _____

Tent Manufacturer's Name: _____

Flame Retardant Certification Yes No Last Date Treated: _____

Site Plan Attached to Application? Yes No (see Page 2; Permit Requirements)

Other Pertinent Information:

Issued By: _____ Date: _____
(Fire Dept Official)

Permit Fee: no fee charged

PROVISIONS OF THE CALIFORNIA FIRE CODE SHALL APPLY TO THE ISSUANCE OF THIS PERMIT
(see attached checklist)

LIABILITY: THIS PERMIT DOES NOT RELIEVE THE PERMITTEE FROM CRIMINAL OR CIVIL LIABILITY FOR DAMAGES ARISING FROM EVENTS OCCURING UNDER HIS/HER CONTROL. VIOLATIONS OF THE REQUIREMENTS MAY RESULT IN THE ISSUANCE OF A CITATION OR CIVIL PENALTY.

I have read and understand the above and agree to the conditions.

Permittee or Permittees' Agent: _____ Date: _____
(Signature)

PERMIT INVALID WITHOUT SIGNATURE AND FIRE DEPARTMENT SIGN-OFF



TENT & MEMBRANE STRUCTURES CHECKLIST

Vernon Fire Department in pursuant to the 2010 California Fire Code, Article 24 requires a temporary permit for a tent/canopy. A site plan must be submitted 2 weeks prior to the event for approval before installation, followed by an inspection after the tent/canopy has been erected, and before it is occupied.

Permit Requirements

- A tent permit is required for tents greater than 200 sq. ft. in area and canopies greater than 400 sq. ft. in area; a copy shall remain available on site.
- A site plan with dimensions showing an unobstructed fire lane on all sides of the tent, and required distance information shall be attached to the permit application; the site plan may be hand drawn. The tent cannot block any fire hydrants or fire department connections.
- All tents, awnings, and other fabric-covered enclosures shall be made from a nonflammable material and be treated and maintained in an approved flame retardant condition. A copy of the document stating that the tent is certified as California State Fire Marshal flame retardant treated with the last date of treatment shall be attached to the permit application
- Any sawdust, shavings, or other like combustible material used in a tent shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner.
- **The permit application & site plan must be submitted at least two weeks prior to the event date(s).**
 - Fire Department official will schedule a pre-event site inspection to review event with contact person
 - An inspection of the tent by Vernon Fire Department shall take place prior to occupying the structure. Please contact Fire Administration at 323 583-8811 ext. 281 to schedule inspection date.

Location (*Minimum Required Distances*)

- 20' from lot lines, buildings, other tents, canopies or membrane structures, parked vehicles or internal combustion engines; i.e. generators
- 20' from combustible vegetation, 30' from combustible waste
- 50' from fuel dispensing locations and/or 50' from combustible liquid storage
- 50' from other structures unless joined together by a corridor (tents 15,000 sq. ft. or more only)
- 10' from LP gas containers with a capacity of 500 gallons or less; 25' if capacity is more than 500 gallons

Access

- Minimum 12' unobstructed firebreak passageway or fire road maintained on all sides of tent
- Minimum 3' clearance from fabric envelope to all contents located inside membrane structure

Exits/Egress/Aisles

- Shall be spaced at approximately equal intervals around the perimeter of the tent, canopy or membrane structure, and shall be located such that all points are 100 feet or less from an exit
- Shall be clearly marked and unobstructed
- Shall remain open (unless covered with a fire resistant sliding curtain) or have exit doors swinging in the path of exit travel
- Minimum aisle widths:
 - 24" in areas serving employees only but not less than the width required by the number of employees served; 44" for seating areas, increased in width to provide at all points not less than 1' of aisle width for each 50 persons served by such aisle at that point
- Minimum height 8' to guy wires, guy ropes and other support members crossing means of egress
- Shall have at least one exit & not less than the number of exits required by CFC Table 2403.12.2 (see page 3).
- Maximum occupancy sign shall be posted near the main entrance when occupant load is > 49



TENT AND MEMBRANE STRUCTURES CHECKLIST

Signage/Exit Illumination/Emergency Power

- Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.
- The means of egress shall be illuminated with light having an intensity of not less than 1 foot-candle at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power.
- Emergency power shall be required for occupant loads of over 300
- Smoking shall not be permitted in tents, canopies or membrane structures. Approved “NO SMOKING” signs shall be conspicuously posted in accordance with CFC Section 310.

Anchorage

- Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the fire code official on request.

Heat Sources/Cooking

- Fireworks shall not be used within 100 feet of tents, canopies or membrane structures.
- Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent, canopy or membrane structures while open to the public unless approved by the fire code official.
- Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a tent, canopy or membrane structure.
- Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials.
- Heating and cooking equipment shall be installed in accordance with the California Mechanical Code and the International Fuel Gas Code.

Portable fire extinguishers shall be provided

- Minimum “2A10B:C” rating
- Located preferably near exits
- Maximum travel distance to an extinguisher = 75 feet

| Table 2403.12.2: Minimum Number of Means of Egress and Means of Egress Widths from Temporary Membrane Structures, Tents, and Canopies Occupant Load | Minimum # of Means of Egress | Minimum Width of each Means of Egress (inches) <i>Tent</i> | Minimum Width of each Means of Egress (inches) <i>Membrane Structure</i> |
|---|------------------------------|--|--|
| 10 to 199 | 2 | 72 | 36 |
| 200 to 499 | 3 | 72 | 72 |
| 500 to 999 | 4 | 96 | 72 |
| 1,000 to 1,999 | 5 | 120 | 96 |
| 2,000 to 2,999 | 6 | 120 | 96 |
| Over 3,000 | 7 | 120 | 96 |

Occupant Load Factor (sq. ft. per occupant): Assembly (Standing only) = 5; Assembly (Chairs) = 7; Assembly (Tables & Chairs) =15; Mercantile = 30