



TENT/CANOPY PERMIT APPLICATION

Fire Marshal's Office

70 W. Hedding Street East Wing, 7th Fl., San Jose CA 95110-1705

Phone (408) 299-5760

Website: <http://firemarshal.sccgov.org>

The following information is required in order to process your application:

Type or fill out legibly in pen only.

TENT/CANOPY EVENT INFORMATION:

EVENT NAME: _____

Job /Site Address: _____ City: _____ Zip Code: _____

Bldg. Name/Bldg.#/Lawn Area: _____ Cross Street or Location Details: _____

Event Date(s): _____ Requested Inspection Date & Time: _____

Call our office to confirm and/or schedule inspection day and time.

Date Tent/Canopies Erected: _____ Date Down: _____ Hours of Operation: _____

Number of People Anticipated: _____ Type of Event: _____

Type of Entertainment: _____ Dancing? Yes No

Type of Cooking (include fuel type): _____ Ground Cover: _____

Power Source(s): Premises (PG&E) Generator Heating: Electric Propane None

Permit Required: • Tents in excess of 200 sq. ft. (walls covering more than 25% of perimeter)

• Canopies in excess of 400 sq. ft. (walls covering 25% or less of perimeter)

TYPE	#	Size	#	Size	#	Size	#	Size
Tents:								
Canopies:								

SUPPLIER INFORMATION:

Company Name: _____ Office Contact: _____

Mailing Address: _____ City: _____ Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

On-Site Contact Person: _____ Cell Phone: _____

Workers' Compensation Insurance:

Policy #: _____ Company: _____

REQUIRED SUBMITTALS WITH THIS APPLICATION:

1. **Site (plot) plan**, indicating locations of tents/canopies, including distances from other temporary structures, buildings, property lines or festival booths. In addition, identify if generators will be used and their location(s) relative to the tents/canopies. Vehicle parking areas, fire lanes and roadways shall be provided and maintained. **Indicate the number, type rating and locations of portable fire extinguishers.**
2. Provide a **seating/table arrangement floor plan** indicating the number of chairs and/or tables, table dimensions, seat spacing, aisle locations and widths, exit widths/locations, emergency lighting and exit signage.
3. Refer to our *Tents and Canopies* and *Festival Cooking and Vendor Booths* specifications CFMO SE-1 for additional requirements.

I agree to comply with all city and county ordinances and state laws, including CCR Title 19 and the adopted Santa Clara County Fire Code, relating to tents, canopies or temporary membrane structures.

(We) agree to save, indemnify and keep harmless the Santa Clara County Fire Department, Office of the Fire Marshal, against liabilities, judgments, costs and expenses that may in any way accrue against said District in consequence of granting this permit.

APPLICANT'S SIGNATURE: _____ DATE: _____

PRINT NAME: _____

9/1/09rev

Fee/Amount Paid _____ OFFICE USE ONLY Register Invoice# S100- _____

Date Paid _____ PLAN CHECK NO. _____