



# CITY OF ESCONDIDO FIRE DEPARTMENT

1163 N Centre City Parkway  
Escondido, CA 92026  
Phone: 760-839-5400  
www.fire.escondido.org



## APPLICATION FOR PERMIT TENT CANOPY

A permit is required per 2022 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	Set Up Date:	
	Time Ready for Inspection:	
Address/ location of Tent or Canopy /Event	Purpose of Tent or Canopy	Occupancy Load

The following are tent, canopy, and air supported structure requirements. For specific or detailed requirements refer to Chapter 31 California Fire Code. Other 2022 California Fire Code Sections may apply to some permits. Tents and **membrane structures having an area in excess of 400 square feet shall not be erected**, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official. (CFC 3103.2)

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 3104.6)
3. Exit signage is required at every exit and wherever otherwise required to clearly indicate the direction of egress. (CFC 3103.12.6)
4. Internally illuminated exit lights are required when occupant load exceeds 300. (CFC 3103.12.6.1)
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 3103.12.2
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 3104.2)
7. All heating and cooking equipment shall be approved by the Fire Marshal. (CFC 3104.15)
8. No automobiles shall be parked less than 20 feet from a tent or canopy. (CFC 3103.8)
9. No fireworks, open flames or candles without permission of the Fire Marshal. (CFC 3104.7)
10. Fire Marshal may require standby personnel. (CFC 3104.20)
11. Guy wires and other support members shall not cross a means of egress at less than 8 feet. (3103.12.8)
12. Generator shall not be located closer than 20 feet from tent or canopy. (CFC 3104.19)
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 3103.8.2)
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 3103.8.3)
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. (CFC 3103.6)
17. An affidavit, affirmation or flame-retardant certificate of the fire-resistive treatment for tent or canopy. (CFC 3104.4)
18. Post Occupancy Load when load is over 50 persons. (CFC 1004.3)

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

**NOTE:** All permit fees must be collected when submitting an application. Fire department reserves the right to terminate application for tent and canopy permit if payment is not received. The fire department requires 10 days notice prior to event.

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

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

ACTION TAKEN: APPROVED  DENIED  PENDING

Payment Date: \_\_\_\_\_



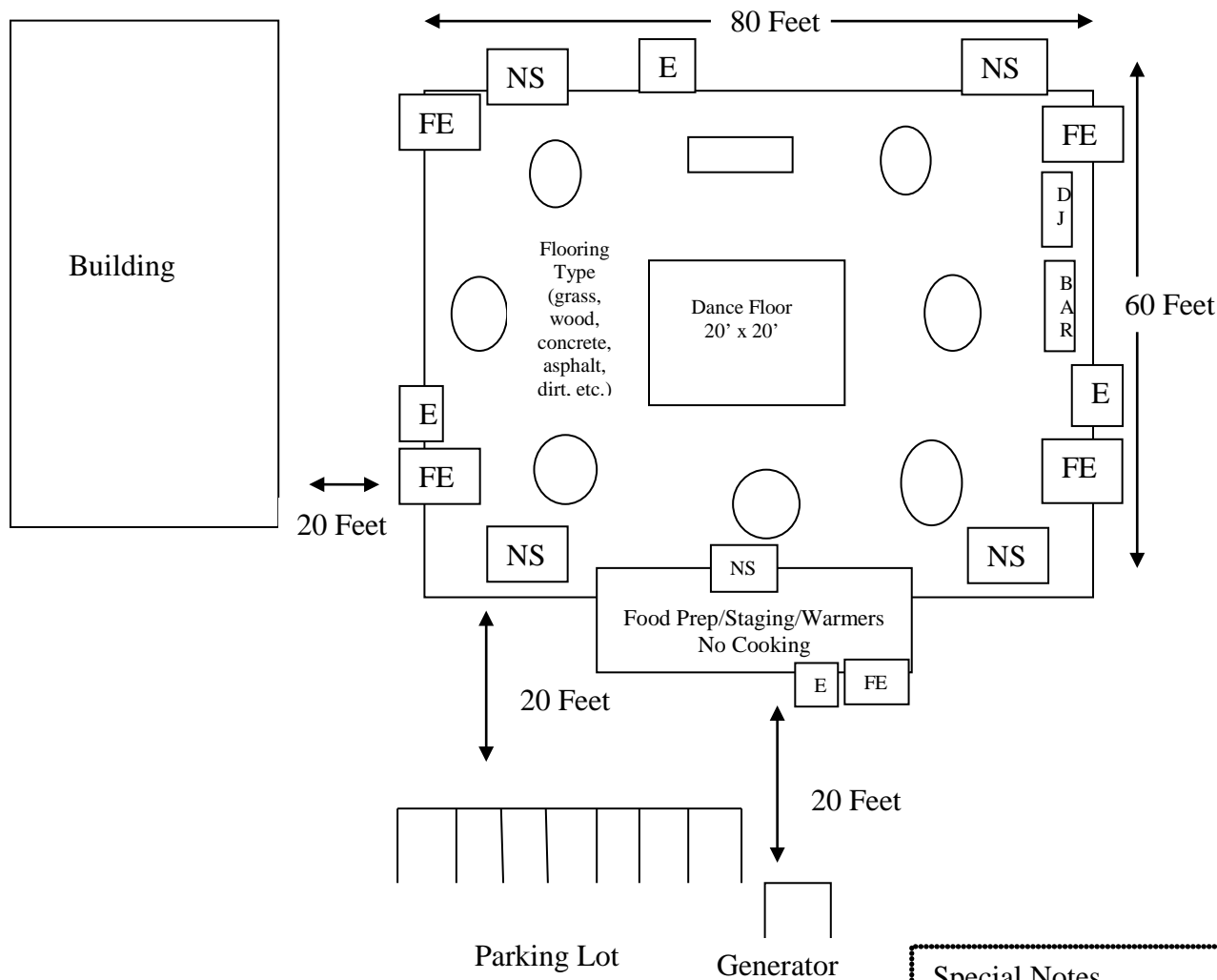
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## SAMPLE PLOT PLAN

Anyone Wedding- December 31, 2011  
80 seats, 8 tables  
60'x 80' Tent  
Occupant Load 320



**Key**  
 NS= No Smoking Sign  
 FE=Fire Extinguisher  
 E=Exit

**Special Notes**  
 -Exit signs shall be illuminated  
 -No open flames will be used  
 -No cooking onsite unless approved  
 -Decorative material fire treated and certified-see attached certificate