



2013 Submittal Requirements for Temporary Tents or Membrane Structures

All applications for permits for temporary tents or membrane structures must be accompanied by two (2) copies of detailed site plans prepared on paper no less than 11" x 17" no larger than 24" x 36" paper. The plans shall comply with all of the following:

1. Indicate the type of structure: i.e. tent, membrane structure
2. Be drawn to scale at a minimum of 1/8 inch to the foot
3. All text on the plans shall be minimum 1/8 inch in height
4. Indicate size of each structure in sq. ft. and show dimensions of each side of the structure
5. State location of structure (address, block and lot)
6. Indicate the duration of permit (from construction until take-down)
7. Indicate the name of the company erecting tent or membrane structure, the name of the organization sponsoring the event, the name of the property owner at the tent location, and the name and cell phone numbers of the on-site contact personnel.
8. State that the plans are in compliance with the 2013 California Fire Code, and when applicable, the 2013 Electrical Code, and 2013 Mechanical Code.
9. Indicate the proximity (in feet) of tent or membrane structure to nearby buildings, property lines, other tents or membrane structures, parked vehicles, or internal combustion engines. Tents and /or membrane structures shall be located a minimum of 20 ft. from these items. Vehicles parked on a public street or necessary for the operation of the establishment should be kept twenty (20) ft. from these structures; all other vehicles shall be 100 feet away. See exceptions in the Fire Code.
10. Show fire department access roads.
11. Indicate the use of all areas of the temporary structures.
12. Show proposed furniture lay-out (table, chairs, bleachers, grandstands, and stages) properly scaled with aisles and exit access. Aisles shall be in accordance with Section 1014 of the CFC, and shall be a minimum of 44 inches CFC Section 3103.12. The dimension between tables and between tables and adjacent walls and/or other obstructions shall be shown.
13. When bleachers, folding and telescopic seating, and/or grandstands are used, they shall comply with the 2007 ICC 300 Standard. Documentation of compliance from the vendor providing the seating is required.

14. Show the exits and indicate the clear exit width provided. All points within the tent shall be 100 ft. or less from an exit and exiting shall comply with CFC Section 3103.12.
15. On sloped sites, where stairs or ramps are necessary, stairways, ramps, landings, handrails, and guards shall meet Chapter 10 of the CFC. Details shall be shown on plans.
16. Include the proposed occupant load and justification for each area (based upon CFC 1004).
17. Shall show the locations and size of fire extinguishers that will be provided. Travel distance to fire extinguishers shall not exceed 75 ft. Additional extinguishers are required at each cooking area and at each fuel powered generator.
18. Show locations of all exit signs. Exit signs must be illuminated when serving occupant loads of more than 49 occupants. When occupant loads exceed 300, an approved emergency system is required for exit sign illumination. All back-up sources of illumination shall have a minimum duration of 90 minutes CFC Section 3103.12.6.1
19. Show locations of "NO SMOKING" signs and occupant load signs.
20. All cooking areas shall be shown (inside and outside of tents), and shall indicate the fuel source for each cooking appliance (sterno, LP-gas, etc). Generally, only food warming with sterno is permitted inside assembly tents. Cooking tents must be separated by a minimum distance of 20 ft. from other tents or membrane structures. Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 ft. of a tent or membrane structure. CFC Section 3105.15. Additional Fire Department permits for fuels associated with cooking are required.
21. Gas, liquid and solid fuel burning equipment designed to be vented shall be vented to the outside air as specified in the California Mechanical Code. All venting shall be shown on plans, including clearances from tents or membrane structures. Such vents shall be equipped with approved spark arresters when required. Where vents or flues are used, all portions of the tent or membrane structure shall be not less than 12 inches from the flue or vent.
22. Show location of all LP-gas containers (must be a minimum of 10 ft. from any tent/membrane structure). CFC Section 3104.16.
23. Show locations of emergency generators and fuel storage that are onsite. Generators must be at least 20 ft. from tents/membrane structures. CFC Section 3104.19.
24. Show all flammable or combustible fuel storage (shall be a minimum of 50 ft. from any tent or membrane structure). CFC Section 3104.17. Additional Fire Department permit required for generators and fuel storage.
25. Show location, type, and fuel source of all heating equipment and/or any other appliances in tent. Manufacturer's installation instructions shall be made available on request.
26. Vehicles or equipment used for competition, demonstration, or display in tents shall be shown on plans and shall comply with CFC Section 3104.18.
 - a) Membrane structures shall comply with other relevant requirements shown in the CFC.
 - b) A Certificate of Flame Resistance for each tent, membrane structure, and/or interior decorative fabrics or materials proposed shall accompany the application.
 - c) Plans shall state that the applicant will provide trained crowd managers at a ratio of one crowd manager for every 250 occupants, or as approved.