



### TENT PERMIT APPLICATION

<input type="checkbox"/> Tent in Excess of 400 sq. ft.	<input type="checkbox"/> Canopy in Excess of 400 sq. ft.	<input type="checkbox"/> Each Additional Tent/Canopy (at same time/event)
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**Note:**

- Tent permit submittals shall be 10 business days in advance of the event
- Zoning approval for the tent is required if erected for more than 24 hours
- Tent site plans are required with this submittal and must accompany flame certificates for each

#### Business Information

Name of Event:			
Event Address/Location:			
<i>Street Address</i>		<i>Apartment/Unit #</i>	
<i>City</i>		<i>State</i>	<i>Zip</i>
Tent Company:			
Phone:		Email:	
		Fax:	
Name of Location of Tent:		Type of Event:	
Distance to Buildings:		Size of Tent/Canopy:	
Electrical Contractor Name (if applicable):		Contractor Phone:	
On-Site Event Contact:		On-Site Tent Contact:	
Event Date/Times:			
<i>Date</i>		<i>Hours From</i>	<i>Hours To</i>
Set-Up Date:			
<i>Date</i>		<i>Take-Down Date:</i>	
<i>Date</i>			
Desired Date/Time for Inspection:			
<i>Date</i>		<i>Hours From</i>	<i>Hours To</i>

#### Applicant's Statement

I, the undersigned, will comply with all requirements and conditions of the permit as directed by the California Fire Code and City of Benicia Fire and Life Safety Standards. I understand that this permit may be revoked at any time if compliance with the California Fire Code or the Benicia Fire and Life Safety Standards are not met. Issued permits shall be kept on the premises designated therein at all times and shall be readily available for inspection by the Fire Code Official.

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Benicia, its Council, boards and commissions, officers, employees, volunteers and agents from any claim, action, or proceeding against the City of Benicia, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. The applicant's duty to defend, indemnify and hold harmless shall be subject to the City's promptly notifying the applicant of said claim, action or proceeding and the City's cooperation in the applicant's defense of said claims, actions or proceedings. The City of Benicia shall have the right to appear and defend its interests in any action through the City Attorney or outside counsel. The applicant shall not be required to reimburse the City for attorney's fees incurred by the City Attorney or its outside counsel if the City chooses to appear and defend itself in the litigation.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Benicia.

I understand that I am responsible for payment of a permit fee of \$100, which will be invoiced via U.S. mail.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TENT PERMIT CHECKLIST

<input type="checkbox"/>	Plans submitted and approved by the Benicia Fire Department: (Site Plan, Flame Certificates, seating plan)
<input type="checkbox"/>	Other Permits, if applicable (ex. Open Burning, Assembly, Carnival/Fairs, etc...)
<input type="checkbox"/>	Adequate Fire Access Provided (Minimum 20 ft. Fire Lane)
<input type="checkbox"/>	Proper Placement of Tent(s) from building, property lines, roadways
<input type="checkbox"/>	Any tents with connecting corridors, exists provided on each end of the corridor
<input type="checkbox"/>	Adequately roped, braced and anchored to withstand weather and collapsing
<input type="checkbox"/>	Proper number of exits provided based upon occupant load
<input type="checkbox"/>	Occupant load posted
<input type="checkbox"/>	Exit doors shall swing in the direction of egress travel
<input type="checkbox"/>	Emergency lighting provided for exits, as required
<input type="checkbox"/>	Fire retardant certificate(s) on tent, sides, and other materials required
<input type="checkbox"/>	Combustible materials (hay, pine-straw, etc...) prohibited
<input type="checkbox"/>	No smoking permitted in tents/canopies or membrane structures. Approved "No Smoking" signs posted.
<input type="checkbox"/>	No open flame devices, flammable/combustible liquids, gas, charcoal within 20 feet
<input type="checkbox"/>	Adequate Fire Extinguishers (min. 2A:10BC extinguishers required for 300-1000 sq. ft., provide one additional extinguisher for each 2000 sq. ft.)
<input type="checkbox"/>	Approved heating/cooking equipment. Approved use of Butanes for warming foods.
<input type="checkbox"/>	Heating/cooking equipment 10' of exits/combustibles
<input type="checkbox"/>	Cooking tents separated by 20 feet
<input type="checkbox"/>	Outdoor cooking not within 20 feet
<input type="checkbox"/>	Approved LP Gas cooking equipment
<input type="checkbox"/>	LP Gas containers 500 gallon or less, minimum 10 ft. from tent/structure
<input type="checkbox"/>	LP Gas containers greater than 500 gallon, minimum 25 ft. from tent/structure
<input type="checkbox"/>	Methods to prevent tampering and unauthorized movement of LP Gas containers, piping and valves
<input type="checkbox"/>	No flammable liquids equipment in tents
<input type="checkbox"/>	Flammable liquids stored 50 feet from tents
<input type="checkbox"/>	No refueling within 20 feet of tents
<input type="checkbox"/>	Generators separated from tents by 20 feet
<input type="checkbox"/>	Firewatch - Standby personnel required by the fire official
<input type="checkbox"/>	Combustible vegetation removed from within 30 feet
<input type="checkbox"/>	Floor and area within 30 ft. clear of combustible waste