



# Tent Permit Application

**A tent permit is required to install a tent or canopy when dimensions exceed:**

- 400 square feet with one or more sidewalls
- 700 square feet when canopy only (no sidewalls)
- Aggregate dimensions of multiple tents/canopies separated less than 12 feet apart will be considered as one

**\*A Private Property permit may be required prior to processing a tent permit for installations on public property, including parking lots.** Information can be found here: [Temporary Event on Private Property IB-108](#)

Submit completed Tent Permit Application Package to Fire & Life Safety a minimum of 14 days prior to the event or installation of the tent. **Approval must be granted by the Fire & Life Safety Division before installation of any tents.**

**Use Period:** Shall not be used for a period of more than 180 days within a 12-month period on a single premises

## Application Submittal Requirements:

**Tent Permit Application package** consists of the following five items:

1. **Completed Tent Permit Application** (up to five tents can be included in a single application)
2. **Certificate of Flame Resistance** for the tent, walls, and any decorations used within the tent
3. **Site plan.** Scaled or fully dimensioned plan showing the following:
  - a. Show nearest street or cross street
  - b. Location of the tent(s) on the property, including location of buildings, vegetation, parked vehicles and measured setback distances between these items and tent(s)
  - c. Location of any fire lanes, fire hydrants and fire protection equipment
  - d. Location of Generators and all sources of power (min. of 20 feet from tents)
  - e. Dimensions of each tent
4. **Detailed Floor Plan** specifying the following:
  - a. Statement to detail the intended use of the tent(s)
  - b. Occupant load for each tent
  - c. Location of any and all sidewalls
  - d. Location and dimensions of exits (tents with more than 10 persons require two exits)
  - e. Location and details of exit signs (when tent is capable of 50 or more persons occupying the tent, illuminated exit signs and fixtures are required; provide type of power for exit signs and egress lighting)
  - f. Location of fire extinguisher(s) (minimum size 2-A:10-B:C with current service tag)
  - g. Location of "No Smoking" signs
  - h. Location of all items in the tent, including chairs, tables, merchandise, exhibits, etc.
  - i. Provide information for any cooking and/or food warming equipment. (No open flame devices are allowed in tents or canopies without fire department approval)
  - j. Method by which tent will be anchored/weighted/secured to the ground
  - k. Heaters shall be approved prior to installation. If approved heaters are provided, show location of heater(s) and location of propane tank(s)/fuel source.

***Initials acknowledging all items listed above are SHOWN on the plans:***

\_\_\_\_\_  
INITIAL HERE

5. **Tent Permit Fee**, please refer to city Fee Schedule (varies by # of tents)
  - a. Invoice will be sent upon approval of application package.
  - b. Payment due prior to inspection



# Tent Permit Application

## PERMIT APPLICANT / BUSINESS OWNER

Business Name \_\_\_\_\_

Business Address/Tent Location \_\_\_\_\_

Business Owner Name \_\_\_\_\_

Contact if other than Owner \_\_\_\_\_

Contact Phone \_\_\_\_\_ Email \_\_\_\_\_

## TENT RENTAL COMPANY INFORMATION (if tent installed by rental company)

Rental Company Name & Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Provide a description of the type of tent(s) design \_\_\_\_\_

## EVENT DETAILS

Event Name \_\_\_\_\_

Event Date/Time \_\_\_\_\_

Event Site Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Proposed use and activities within the tent(s) \_\_\_\_\_

Number of Tents Installed: \_\_\_\_\_

**Tent #1** Dimensions: \_\_\_\_\_ # Sidewalls: \_\_\_\_\_

**Tent #2** Dimensions: \_\_\_\_\_ # Sidewalls: \_\_\_\_\_

**Tent #3** Dimensions: \_\_\_\_\_ # Sidewalls: \_\_\_\_\_

**Tent #4** Dimensions: \_\_\_\_\_ # Sidewalls: \_\_\_\_\_

**Tent #5** Dimensions: \_\_\_\_\_ # Sidewalls: \_\_\_\_\_

Tent Installation Date/Time \_\_\_\_\_

Preferred Fire Inspection Date/Time \_\_\_\_\_

Name & Phone of Contact On-site the Day of Inspection \_\_\_\_\_

Tent Removal Date \_\_\_\_\_



# Tent Permit Application

## PERMIT CONDITIONS

The applicant/permittee shall comply with all conditions below and are considered requirements of the above-requested permit. The applicant/permittee:

1. Shall maintain the tent in the condition under which it was approved, per approved site plan and detailed floor plan.
2. Shall maintain clear ingress/egress routes for proper exiting and comply with all exiting requirements.
3. Shall ensure dedicated fire lanes are accessible.
4. Shall not add or relocate tent walls without written approval from the Fire Department.
5. Shall not use gas-fired and open-flame heaters in any tent, canopy, or membrane structure. Electric and forced air heaters may be approved. Any heating appliance provided shall be approved prior to installation.
6. Shall prohibit parking of vehicles within 20 feet of any portion of the tent.
7. Shall notify the Fire Department in writing and obtain city approval prior to making any changes to this permit including any modifications to approved site plan and detailed floor plan.
8. Acknowledges this permit is subject to change or termination depending on regulations, as amended from time to time or by the decision/determination of the City of Carlsbad.

## CERTIFICATION

**I Certify that I am the Business Owner of the subject business and that all the above information is true and correct to the best of my knowledge. I agree to accept and abide by any conditions placed on the subject tent as a result of approval of this application and to comply with federal, state and local laws, including public health orders. I agree to indemnify, hold harmless, and defend the City of Carlsbad and its officers and employees from all claims, damage or liability to persons or property arising from or caused directly or indirectly by the installation or placement of the tent on the subject property. I agree to remove the tent authorized by this permit by the date specified or when notified this permit is revoked. I hereby authorize representatives of the City of Carlsbad Fire Department to enter upon the above-mentioned property for inspection purposes.**

\_\_\_\_\_  
Business Owner Signature

\_\_\_\_\_  
Date

Submit completed application package to: [Gina.Ruiz@carlsbadca.gov](mailto:Gina.Ruiz@carlsbadca.gov)