



# OPERATIONAL PERMIT TENT/CANOPY APPLICATION

CITY OF ENCINITAS FIRE DEPARTMENT  
505 South Vulcan Avenue  
Encinitas, California 92024  
(760) 633-2820 • [fireprevention@encinitasca.gov](mailto:fireprevention@encinitasca.gov) •  
[www.encinitasca.gov](http://www.encinitasca.gov)



Fire Dept. Use Only  
Application No. \_\_\_\_\_  
Date: \_\_\_\_\_

The USE and/or RENTAL of Tent, Canopy and Air Supported Structures shall comply with current Fire and Life Safety Codes. For specific or detailed requirements, refer to Chapter 31 of California Fire Code, and Chapter 2, Title -19, Regulations of the State Fire Marshal. Other 2013 California Fire Code Sections may apply to some permits. An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 400 square feet. (CFC 105.7.16).

Application submittal is required a minimum of 3 working days prior to date of erecting the tent/canopy. A current business registration is required for any individual, group, or corporation conducting business within the City of Encinitas (EMC 6.60). For any questions regarding the business registration process, contact the City Clerk's Department at 760-633-2601 or [clerkstaff@encinitasca.gov](mailto:clerkstaff@encinitasca.gov).

Complete the following information and submit with the \$30.00 fee to the City of Encinitas. Attach a thorough description, site plan, floor plan, and flame resistant certification.

Purpose of Tent/Canopy: \_\_\_\_\_

Dates of Use: From: \_\_\_\_\_ To: \_\_\_\_\_

**PROPERTY/LOCATION:**

Address: \_\_\_\_\_ APN: \_\_\_\_\_

Between \_\_\_\_\_ (Street) And \_\_\_\_\_ (Street)

**ATTACHMENTS:** (Check all that apply.)

Site Plan     Floor Plan     Flame Resistance Certification     Other \_\_\_\_\_

**PROPERTY OWNER:** (Check box for contact preference: email, home phone, etc.)

Company Name: \_\_\_\_\_  Business Phone: \_\_\_\_\_

Name: First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

**Email:** \_\_\_\_\_  Home Phone: \_\_\_\_\_  Mobile Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**APPLICANT:**  Same as PROPERTY OWNER (Check box for contact preference: email home phone, etc.)

Company Name: \_\_\_\_\_  Business Registration No.: \_\_\_\_\_

Name: First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

**Email:** \_\_\_\_\_  Business Phone: \_\_\_\_\_  Mobile Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
**Signature, Owner or Authorized Agent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Please Print or Type Signatory's Name**

### MINIMUM REQUIREMENTS PER 2013 CFC, CHAPTER 31

1. Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles, generators or internal combustion engines. (CFC 3103.8.2 CFC 3104.19)
2. An approved certification of the fire-resistive treatment must **accompany this application**. Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material used. (CFC 3104.2 CFC 3104.3)
3. NO SMOKING signs with block letters shall be conspicuously posted. (CFC 3104.6)
4. Fire extinguishers and other fire-protection equipment shall be provided as required. (CFC 906 CFC 3104.12)
5. **Show required exits per CFC 3103.12**. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the manner specified by CFC 3103.12.6.1.
6. **A detailed site and floor plan** for tents and membrane structures with an occupant load of 50 or more shall be provided with each application for approval. The tent or membrane structure floor plan shall indicate details of the means of egress facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment. (CFC 3103.6)
7. All combustible decorative material, floor coverings and any other effects must be noncombustible or treated and comply with CFC 807 and CFC 3104.5.
8. When more than 200 seats are used, seats shall be fastened together in groups of not less than three or the seats shall be securely fastened to the floor (CFC 1028.12)
9. All heating and cooking equipment shall be approved by the Fire Marshal (CFC 3104.15)
10. Heating and cooking equipment shall not be located within 10 feet of exits or combustible materials. (CFC 3104.15.3). Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet of a tent or membrane structure. (CFC 3104.15.6)
11. Obtain an electrical permit from the Building Department prior to commencing any electrical work.
12. Membrane structures having an area of 15,000 square feet or more shall be located not less than 50 feet from any other tent or structure. (CFC 3103.8.3)
13. Guy wires and other support members shall not cross a means of egress at less than 8 feet.