



FIRE PREVENTION DIVISION
1600 FIRST STREET, NAPA, CA 94559
707.257.9590

Christmas Tree Lot Permit Application

All information provided shall be accurate and represent the final installation. Any changes after submittal may result in the delay of approval. This application shall be submitted along with all required documents as stated in the Submittal Requirements on the reverse side of this application.

Applicant Info

Applicant/Company Name: _____

Address: _____

Email: _____ Phone: _____

Event Info

Site Address: _____

Main Site Contact: _____

Email: _____ Phone: _____

Install Date: _____ Event Date(s): _____ Removal Date: _____

Christmas Tree Lot Info

Dimensions of Tree Lot(s): _____

Other Features (check all that apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Tents (may require separate permit) | <input type="checkbox"/> Flame Treating Operations | <input type="checkbox"/> Barriers/Fencing |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Lighting | <input type="checkbox"/> Generators |

By signing below, I agree that I have answered all the above information as accurately as possible and will comply with all applicable codes and standards along with all workers' compensation insurance laws pertaining to my business.

Applicant Signature: _____ Date: _____

Christmas Tree Lot Submittal Requirements

Required Documents:

1. Christmas Tree Lot Permit Application form completed and signed.
2. Certificate of Flame Propagation Performance Treatment of all drapery, furniture, artificial vegetation or any combustible material being used within tree lot.
3. Schematic diagram showing all required information pertaining to tree lot and surrounding areas being used for the event, such as;
 - a. Tree lot location on the property
 - b. Dimensions of aisles in between trees
 - c. Distance of lot in relation to other structures, property lines, generators and/or vegetation
 - d. Locations of all fencing and fencing exits around lot (if applicable)
 - e. Locations of all fire extinguishers and no smoking signs
 - f. Any other items involved with the event, such as; generators, cooking equipment, stages, property lines and event entrances and exits
 - g. Detailed arrangement of all decorations going in tree lot, such as; seating, tables, display items and/or furniture

Submittal Notes:

1. All documents shall be submitted at least 1 week prior to the event.
2. Submittals can be made by email to Inspector Jose Valenzuela (jvalenzuela@cityofnapa.org)
3. Incomplete submittals will be held as not approved until all applicable documents are received.
4. Additional documents and information may be required depending on the type of use.
5. All permit fees shall be paid in person with the Napa Building Department, (24) hours prior to the installation
6. No payments will be accepted during inspections.
7. The Main Site Contact shall present the permit at the time of inspection for final approval and signature of both approving Fire Inspector and Main Site Contact. The permit card shall remain onsite throughout the duration until the tent is taken down and removed.

General Notes:

1. Permit costs are based on review time and estimated inspection time. Fees shall be charged at the inspector's full hourly rate and are subject to change without notice.
2. Inspections and work performed before or after 8:00am – 5:00pm, Monday – Friday will require overtime rates with a minimum of 2 hours.
3. Inspections and work performed on weekends will be subjected to overtime rates and to a minimum of 3 hours.