



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

## Temporary Tent 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**

Name of Event: \_\_\_\_\_

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

Main Site Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Install Date: \_\_\_\_\_ Event Date(s): \_\_\_\_\_ Removal Date: \_\_\_\_\_

### **Tent Info**

Purpose/Use of Tent(s): \_\_\_\_\_

Dimensions of Tent(s): \_\_\_\_\_

Occupant Load of Tents(s): \_\_\_\_\_

Other Features (check all that apply):

- |                                     |                                    |   |
|-------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Walls      | <input type="checkbox"/> Subfloors | <input type="checkbox"/> Barriers/Fencing |
| <input type="checkbox"/> Cooking    | <input type="checkbox"/> Lighting  | <input type="checkbox"/> Generators       |
| <input type="checkbox"/> Heating/AC |                                    |   |

**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: \_\_\_\_\_

# **Temporary Tent Submittal Requirements**

## **Required Documents:**

1. Temporary Tent Permit Application form completed and signed.
2. Documentation of structural stability (engineering of manufacturers anchor requirements) for each tent structure.
3. Certificate of Flame Propagation Performance Treatment of all tent tops, sidewalls, drapery, furniture, artificial vegetation or any combustible material being used under tents.
4. Schematic diagram showing all required information pertaining to all tents and surrounding areas being used for the event, such as;
  - a. Tent structure locations on the property
  - b. Distance of all tents in relation to each other, other structures, property lines, generators and/or vegetation
  - c. Locations of all sidewalls around each tent (if applicable)
  - d. Locations of all fire extinguishers, exit signs, no smoking signs and max occupancy signs
  - e. Anchoring type and locations for each tent structure
  - f. Any other items involved with the event, such as; generators, cooking equipment, stages, property lines and property entrances and exits
  - g. Detailed arrangement of all decorations going under tents, 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](mailto: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.