



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

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
5. Tent Inspection Form completed and signed

Submittal Notes:

1. All documents shall be submitted at least 1 week prior to the event.
2. All temporary tent information can be submitted on Napa Fire Prevention's website [here](#)
3. Submitted packets not containing all required documents will not be approved and the packet will need to be re-submitted again.
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 the approving Fire Inspector and the Main Site Contact. The permit card shall remain onsite until the tent(s) 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.