



The following shall be submitted with the permit application:

1. An intended use statement shall accompany the permit application stating the proposed use within the tent or canopy and operating dates and hours of the event.
2. Flame retardant certification for the tent and any decorations used within the tent.
3. Site plan showing the following:
  - a) Provide scaled or fully dimensioned plan.
  - b) Show nearest street or cross street on plans.
  - c) Location of tents/canopies.
    - **Non-retail use/location:** Tents and/or canopies shall not be located within 20 feet of property lines, buildings, temporary structures, other tents and canopies. *California Fire Code, 2019 ed. Section 3103.8.2*
    - **Parking of vehicles (all uses):** Vehicles necessary to the operation of the tent or canopy shall be parked at least twenty (20) feet from any tent. No other vehicle shall be parked less than one hundred (100) feet from any tent except vehicles parked on a public street shall park at least twenty (20) feet from any tent. *Section 13116, Health and Safety Code.*
    - **Generators**, when used, shall be a minimum of 20 feet from tents/canopies.
  - d) Square footage of the tents or canopies.
  - e) Number of tent walls.
  - f) Location of any fire lanes.
4. Floor Plan, specifying the following:
  - a) Location of exits and exit signs (include size and type of exits and type of power for exit signs. Note, when tent is capable of 50 persons occupying the tent, internally or externally illuminated fixtures are required.).
  - b) Location of fire extinguishers (minimum 2-A:10-B:C with current service tag).
  - c) Location of "No Smoking" signs.
  - d) Provide information for any cooking and/or food warming equipment. (No open flame devices are allowed in tents or canopies without fire department approval.)
  - e) If heaters are provided, show location of heater(s) and location of propane tank(s).
5. Diagram for interior of tent specifying the following:
  - a) Location of chairs, tables, merchandise and exhibits.
  - b) Occupant load for event. Use 15 square feet per person for events with tables and chairs, seven square feet per person for events without tables and chairs. For retail uses, use 30 square feet per person.

**Note: As a condition of the permit for all events except retail uses, an approved occupant load will be assigned and a sign indicating such shall be posted inside the tent or canopy.**

**Plans shall be submitted to the Carlsbad Fire Department a minimum of 14 calendar days prior to the event or erection of the tent, whichever comes first. Prior to erection of any tent or canopy, an approval must be granted by the fire department.**