



SPECIAL EVENT/TENT APPLICATION

Fire Marshal's Office

70 W. Hedding Street, East Wing, 7th Fl., San Jose CA
95110-1705 Phone (408) 341-4420
<http://firemarshal.sccgov.org>

The following information is required in order to process your application:

Type or fill out legibly in pen only.

EVENT COORDINATOR INFORMATION:

Promotion/Company Name: _____ Office Contact: _____
Mailing Address: _____ City: _____ Zip Code: _____
E-Mail: _____ Phone: _____ Fax: _____
On Site Event Coordinator: _____ Position: _____ Cell Phone: _____

EVENT INFORMATION: Name of Event: _____
Date(s) of Event: _____ Hours of Operation: _____
Event Description: _____

Inspection Requested: Date _____ Time _____

* CALL OUR OFFICE, IF UPON RECEIPT OF APPROVED PLANS, YOU DO NOT HAVE A CONFIRMED OR SCHEDULED INSPECTION DATE & TIME.

Address: _____ City: _____ Zip Code: _____
Cross Street: _____ Bldg. Name: _____ Bldg #: _____
Total number of people anticipated: _____ Maximum number of people at one time: _____

POWER & COOKING:

Source of Power: On-site Power Generator **If yes**, type of fuel & amount on-site: _____
Number of Booths: Cooking _____ Non-Cooking _____ *Indicate cooking/non-cooking on site plan.*
Cooking (prepared how?): Deep fat frying BBQs Open flame Other _____
Open Flames (other than for cooking) YES NO Outdoor Heaters YES NO *Show locations on site plan.*

ENTERTAINMENT:

Type of Entertainment: _____ Stages? YES NO Dancing? YES NO
Fireworks or Special Effects: YES NO (**If yes**, submit a separate Fireworks Application)

TENT INFORMATION: Will there be Tents? YES NO Heating? Electric Propane None

Date Tent(s) Erected: _____ Date Down: _____

#	SIZE	USE	#	SIZE	USE	#	SIZE	USE

Supplier/Tent Company Name: _____ Office Contact: _____
Mailing Address: _____ City: _____ Zip Code: _____
E-Mail: _____ Phone: _____ Fax: _____
On-site Contact: _____ Phone/Cell: _____
Workers' Compensation Insurance: Policy #: _____ Company: _____

I agree to comply with county ordinances and state laws, including CCR Title 19 and the adopted Santa Clara County Fire Code, relating to tents or temporary membrane structures.

(We) agree to save, indemnify and keep harmless the Santa Clara County Fire Department, Office of the Fire Marshal, against liabilities, judgments, costs and expenses that may in any way accrue against said District in consequence of granting this permit.

APPLICANT'S SIGNATURE: _____ **PRINT NAME:** _____ **DATE:** _____

OFFICE USE ONLY

FEE/Amount Paid: _____ Date Paid: _____ Reg. Inv# _____ PLAN CHECK # _____

SPECIAL EVENT / TENT CHECKLIST

GENERAL:

- Complete all applicable sections of the Special Event/Tent Application (Form-Fillable).
- Application should be submitted at least 28 days prior to event.
- Submit completed application to Santa Clara County InSite Portal <https://aca-prod.accela.com/SCCGOV/Default.aspx>
- A site inspection may be scheduled to take place within 24 hours prior to your special event.
- For questions regarding the submittal process, contact the permit center via email at e-permits@pln.sccgov.org or call 408-299-5700.
- For questions regarding the inspection or plan review of your event, contact Fire Prevention at cfmo@sccfd.org or call 408-341-4420.

A FIRE CODE PERMIT IS REQUIRED FOR THE FOLLOWING:

- A tent in excess of 400 square feet with sides.
- A tent without sides in excess of 700 square feet (tent must be a minimum of 12 feet away from all structures and other tents).
- Special events such as concerts, carnivals, fairs, etc.
- Assembly events with more than 1,000 people in attendance at any one time.
- Assembly events with two or more cooking booths.
- Fireworks public display or pyrotechnic special events (needs a separate fire code permit).

THE FOLLOWING DOCUMENTS ARE REQUIRED WITH YOUR SUBMITTAL:

- A site plan indicating the location, the dimensions of the tent(s), the distances from other tents, buildings, vehicle parking areas, and roadways etc.
- If applicable, provide a seating arrangement plan. Include the number of seats, row spacing, aisle locations, width of the aisles, door width and exit sign locations on floor plan.
- If applicable, provide a table arrangement plan. Include the number of tables, table dimensions and locations, aisle locations, widths, exit widths and exit sign locations on a floor plan.
- If applicable, provide stage locations. Include dimensions and exit locations off the stage. Provide information regarding the use of the stage (e.g. band performance, dancing, theatrical play, etc.) or what the stage might contain in lieu of performers.
- Provide locations of cooking and non-cooking booths, deep fryers, LPG tanks, BBQ grills.
- If applicable, provide location of temporary generators and propane tank(s).
- If applicable, provide fireworks public display and special effects permit application.
- Provide a name and telephone number for event promoter.

IMPORTANT: The event coordinator is required to coordinate with the tent supplier when the interior configuration is set up. Do not scheduled a site inspection if interior setup will not be ready at that time. Additionally, emergency backup power for exit lights must be operational. The site inspection includes the entire site, not just the tent(s). Non-conformance of life safety plan review comments at the time of inspection may require a re-inspection and additional fees.

SANTA CLARA COUNTY ENVIRONMENTAL HEALTH:

- For additional requirements regarding the storage or use of hazardous materials, contact the Santa Clara County Fire Department at www.sccfd.org for the cities of Campbell, Cupertino, and the Town of Los Gatos. For all other cities, contact the Santa Clara County Department of Environmental Health at www.sccgov.org/sites/deh
- Secondary containment is required for all liquid fuels.
- A health inspection for temporary events such as cooking booths is required. Visit www.EHinfo.org and select "Food" then "Temporary Events" for details.

BUILDING DEPARTMENT:

- Building department will require a separate permit for stages (see www.scbuilding.org for details).