



SPECIAL EVENT/TENT APPLICATION

Fire Marshal's Office

70 W. Hedding Street, East Wing, 7th Fl., San Jose CA 95110-1705

Phone (408) 299-5760

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: _____

Requested Date _____ & Time _____ of inspection ❖ 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:** _____

FEE/Amount Paid: _____	Date Paid _____	OFFICE USE ONLY	Reg. Inv# _____	PLAN CHECK # _____
-------------------------------	------------------------	------------------------	------------------------	---------------------------

SPECIAL EVENT / TENT CHECKLIST

GENERAL:

Do you require a Fire Marshal permit for your tent and/or event?

- A tent **without sides** in excess of 700 square feet REQUIRES a Fire Marshal Permit. Minimum 12 feet away from all structures and other tents.
- A tent in excess of 400 square feet with sides REQUIRES a Fire Marshal Permit.
- Special events such as concerts, carnivals, fairs etc., REQUIRE a Fire Marshal 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, a seating arrangement plan. Identify and provide the following: the number of seats, row spacing, aisle locations, width of the aisles, door width and exit sign locations on a floor plan.
- If applicable, a table arrangement plan, the number of tables, table dimensions and locations, aisle locations, widths, exit widths and exit sign locations shall be provided on a floor plan.
- If applicable, stage locations, provide dimensions, exit locations off the stage. Provide information regarding the use of the stage (i.e., band performance, dancing, theatrical play etc.) or what the stage might contain in lieu of performers.
- If applicable, location of temporary generators, propane tank(s).
- Provide a name and telephone number for event promoter.

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

COOKING / ENTERTAINMENT:

- Provide locations of cooking and non cooking booths, deep fat fryers, LPG tanks, BBQ grills.
- Provide information if Fireworks will be used (needs a separate Fire Marshal Permit)
- Provide a detailed description and schedule for Event (i.e., concert, dance, festival, circus, etc.)

OTHER INFORMATION:

- See appropriate CFMO Standard with details on the requirements for your event available on our website:
CFMO SE-1 Tents **CFMO SE-2 Carnivals & Fairs** **CFMO SE-4 Haunted Houses**
Fireworks Permit Application

OTHER PERMITS NEEDED and or clearances from other County Agencies:

COUNTY ENVIRONMENTAL HEALTH

- Obtain a Temporary Fuel Tank Permit from Santa Clara County Hazardous Materials Compliance Division (HMCD) for any temporary generator that has a fuel capacity greater than 10 gallons and which will be on-site longer than 72 hours. A Hazardous Materials Business Plan (HMBP) must be submitted to HMCD if aggregate fuel storage is 55 gallons or more. (See www.EHinfo.org/hazmat for details.)
- Secondary containment is required for all liquid fuels.
- Health inspection for temporary events such as cooking booths (see www.EHinfo.org look for Consumer Protection Division then Temporary Events for details)

BUILDING INSPECTION OFFICE

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