



PETALUMA FIRE PREVENTION BUREAU
11 English Street, Petaluma, California 94952
Phone (707) 778-4389 * Fax (707) 776-3642
www.cityofpetaluma.net/firedept/prevention.html



TENT/CANOPY APPLICATION CHECKLIST

To ensure that all the required information is included with your tent/canopy application, use this checklist. For each item on the list, indicate that it has been included in the application submittal. If an item does not apply to your submittal, write **N/A** next to that item.

SUBMITTALS THAT DO NOT INCLUDE ALL THE REQUIRED INFORMATION WILL NOT BE ACCEPTED.

PERMIT PROCESS

Permit applications for tents/canopies must be submitted a minimum of five (5) business days (Monday – Friday) prior to the tent installation date. Permit applications submitted less than five (5) business days prior to the installation date will be subject to double permit fees.

INFORMATION REQUIRED TO BE SUBMITTED WITH PERMIT APPLICATION

Intended use of the tent/canopy.

Anticipated number of tent occupants/attendees

Provide the tent *installation date*. Provide the date and hours of the event.

Provide the name and contact phone number for the event coordinator.

A Certificate of Flame Resistance for each tent, canopy, and/or interior decorative fabrics or materials proposed shall accompany the application.

Will cooking operations be included as part of the event? If yes, where will the cooking take place and what is the fuel source for the cooking equipment? (i.e. electricity, propane, charcoal/wood.)

Will heat be provided for the tent? If yes, how will it be provided?



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PROVIDE A SITE MAP WITH THE FOLLOWING INFORMATION:

- Location of the tent/canopy in relation to other structures, roadways/parking areas.
Distance of the tent(s) to structures.
- Provide the address for the location of the tent.
- Dimensions of the tent/canopy.
- Location and width of adjacent fire lanes.
- Location and width of all exits.
- Location of exit signs and emergency lights.
- Location of fire extinguishers.
- Location and type of heaters (if applicable).
- Location of generator(s) (if applicable) and distance from tent.
- Location of cooking operations and fuel source (i.e. electrical, propane, wood, charcoal, etc.) and distance from tent.
- If the tent is intended for dining, indicate the layout of the tables. A clear path of egress must be provided (and shown) to all exits.

INSPECTION

A fire inspection of the final tent installation is required for issuance of the permit. To schedule a fire inspection, please contact the Petaluma Fire Prevention Bureau at (707) 778-4389 a minimum of 24 hours (1 business day) in advance of the inspection date.