



CENTRAL COUNTY FIRE DEPARTMENT

Serving the Cities of Burlingame and Millbrae and the Town of Hillsborough

Tent and Canopy Permit Requirements

Central County Fire Department will consider a request for issuance of a tent or canopy permit provided all information submitted meets the minimum requirements of the 2016 California Fire Code, as adopted by the Cities of Burlingame and Millbrae and the Town of Hillsborough.

Submittal Process

The application packet must be submitted no less than 14 calendar days prior to the event date. **Failure to do so will result in double the permit fee.** Your application packet must include the following:

1. Fire Code Permit Application Form
2. Event Information sheet
3. Schematic site plan of the tent or canopy location on the property. Include dimensions and location on property; distance to other tents, roadways, vegetation, buildings. Include elevation changes and exit pathways. Identify exit pathways. Certain tents shall be a minimum of 20' away from any structure.
4. A detailed schematic interior floor plan of the tent or canopy. Include numbers of tables, dance floors, stages, displays. Tables shall be placed at least 54" apart. Include locations of fire extinguishers, no smoking signs, exit signs, occupant load signs, and propane tanks or generators. Include dimensions of exits and type of opening (slider or door).
5. Certificate of flame resistance for tent, canopy, and pipe & drape materials.
6. Proof of Certificate of Liability Insurance for at least \$1,000,000.
7. Proof of Business License within the city where the event is held.
8. **Payment of \$398.00**, payable to Central County Fire Department.
9. A standby fire watch may be required and will be determined by the fire department.

*****Tent structures shall comply with all requirements from Chapter 31, California Fire Code, 2016 edition*****

Inspection Process

You must call Central County Fire Department at (650) 558-7600 to schedule an inspection. If your inspection must occur outside our regular business hours, you will be charged an additional after-hours fee. Do not begin installation until your application and floorplans have been approved. A representative from your company must be present during the inspection. The inspection will consist (but is not limited) of the following:

1. Verification of tent location, exterior and interior layout, and anchorage.
2. Verification of fire extinguishers, occupant load signs, and no smoking signs
3. Exits and test of emergency lighting. Exits shall lead to a public way and provide an appropriate surface. Exits shall be accessible and shall not be obstructed by vegetation, other structures, vehicles, decorations, heating equipment, water barrels, etc. Guy wires shall not cross an exit path at a height of less than 8 feet.
4. Location of propane tanks and external heaters (at least 10' away from tent or canopy)



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Event Information Sheet

Event name/type: _____

Location: _____

Date(s) of event: _____ Start time: _____ End time: _____

Owner/Occupant Name: _____

Address: _____

Telephone: _____

Tent installer Name: _____

Address: _____

Telephone: _____

Event coordinator Name: _____

Address: _____

Telephone: _____

Size of tent/canopy: _____ Number in attendance: _____

Entertainment type: _____ Dance floor: _____

Stage/platform: _____ Special effects: _____

Cooking: _____ Source of heat: _____

Source of power: _____ Propane/Number of tanks: _____



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Fire Code Permit Application

Set-up Date/Time: _____

Effective dates: _____ to _____

Assembly # of persons: _____

Site Address: _____

Type of Permit: _____

Responsible Party: _____

Address: _____

Phone Number: _____

Fax Number: _____

Contractor (if applicable): _____

Worker's Compensation #: _____ **Business Lic. #:** _____

Extent of Use/Operation: _____

PERMIT FEE: _____ **DATE PAID:** _____

Applicant Signature

Date