Application for Permit:
In accordance with regulations of the Office of the State Fire Marshal (SFM), all tents and canopies having an area of over 400 square feet (larger than 20' x 20') or an occupant load of more than 10 persons, require that an application for a Special Events Permit be submitted to the SFM for review and approval. Tents and canopies are also subject to an on-site inspection by the SFM prior to final approval for the event.

The application must be submitted to the Department of Environmental Health and Safety (EHS) no less than 21 days in advance of the event to ensure all agency requirements and approvals can be obtained. EHS will submit the application on behalf of the University / sponsoring organization or group to the SFM.

Fees:
There is no charge for the application or permit; however, if a pre-event inspection is required by the State Fire Marshal fees of approximately $263.00 (one hour) will be incurred. Inspection fees may be higher if deficiencies are found or more than one inspection is required.

How to Obtain the Permit:
Contact the Department of Environmental Health and Safety (EHS) at (530) 898-5126. EHS staff will complete the Special Event Permit application on your behalf.

EHS will need the following information in order to complete the application:

1. Event sponsor, name, and contact information.
2. What is the nature of the event?
3. When (date & time) and where (campus location) will the tent(s) be erected?
4. What is the total size and number of tents, will there be side panels?
5. How many chairs, tables, stages, podiums, etc. will be inside of the tent?
6. Will food* be prepared or served inside the tent?
7. Is electricity required?
8. Do you plan on using decorations, decorative fabric, etc.?

*EHS food serving permit may be required.

Additional information may be required dependent on the event and size of tent.

Please contact EHS at (530) 898-5126 if you have any questions.
Thank you for your contribution to campus fire safety!