



## Department of Environmental Health & Safety

### Tents and Canopies - Fire Safety Requirements

---

To schedule any event with or without a tent, please begin by contacting Facilities Reservations (FRES). FRES is responsible for coordinating all aspects of reservations including the use of indoor spaces, recreation and outdoor spaces, etc. FRES will work with you to reserve the appropriate location for your event.

In accordance with regulations of the Office of the State Fire Marshal (OSFM) and the CA Fire Code, *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, are required to have a Special Event Permit. All tents and canopies requiring a permit are subject to a pre-event inspection by EHS and/or the State Fire Marshal prior to final approval for the event.

The Department of Environmental Health and Safety (EHS) will submit the permit on behalf of the event organizer. Specific information is required and has been listed below. The application must be submitted no less than 21 days in advance of the event to ensure all agency requirements and approvals can be obtained.

#### **How to Obtain the Permit:**

FRES will advise EHS of the request for a tent. The event organizer or representative will need to contact the Department of Environmental Health and Safety (EHS) at (530) 898-5126. EHS staff will complete and submit the Special Event Permit application on behalf of the event organizer.

The following information is required to submit the permit:

1. Event sponsor, name, and contact information.
2. What is the nature of the event?
3. When (date, time and duration) and where will the tent(s) be located?
4. What is the total size (L x W), number of tents, and will side panels be used?
5. How many people do you expect to attend your event?
6. What is the number of and arrangement of chairs, tables, stages, podiums, etc. inside of the tent.
7. Will food\* and/or beverages be prepared or served inside the tent?
8. Is electricity required and what is the power needed for?
9. Do you plan on using hanging decorations, decorative fabric, etc.?

\*Food service is subject to a food service permit, obtained through EHS.

#### **Fees:**

There is no charge for the application or special event permit, however, if a pre-event inspection is required by the State Fire Marshal fees will be incurred. Inspection fees may be higher if safety corrections are required resulting in a second inspection.

#### **Prohibited Items:**

The following items are prohibited:

- Open flames such a candles, torches, etc.
- Cooking with open flame.
- Hanging or draping fabrics, streamers, paper lanterns, and other decorations NOT flame retardant.

**EHS staff will assist you with all aspects of fire safety related to the tent or canopy.  
For more information, please contact us at (530) 898-5126.**