

This guide shall apply to any tent or temporary membrane structure having an area in excess of 400 square feet or tents without any sides having an area in excess of 700 square feet. (Sec 3103.2 CFC).

**Documents Required of Permit Applicant for Fire Department Plan Review:**

- Permit Application
- Proof of City of Ventura business license
- Worker's Compensation Insurance
- Permit Fee — due upon permit submittal – contact Fire Prevention for fee amount – (805) 658-4717
- Certificate of Flame Retardant. (The structure shall have a permanently affixed label indicating compliance with flame propagation requirements.)
- Tent Floor Plan (2 copies)
- Site Plan (2 copies)

**TENT FLOOR PLAN shall indicate:**

- Dimensions of the tent
- North arrow
- Seating plan (show placement of tables, chairs)
- Location and size of exits and aisles
- Location of:
  - Lighting
  - No Smoking Signs
  - Exit signs
  - Occ Load Sign
  - Egress lighting
  - Fire Extinguishers
  - Heat Producing Appliances

**SITE PLAN shall indicate:**

- Location of tent on property (Internet map preferred)
- Dimensions from tent to:
  - Property Lines
  - Buildings
  - Other Tents
  - Parked Vehicles
  - Generators
  - Propane Tanks
  - Heat Producing Appliances
- Parking areas
- Equipment area
- North Arrow

**Fire Department Conditions**

1. Permittee shall comply with any and all direction from the Ventura City Fire Department for the preservation of public health, safety and welfare of the community.
2. All fire hydrants, fire sprinkler and/or standpipe system connections are to remain readily visible, accessible and unobstructed. It is the responsibility of the Permittee to ensure the enforcement of the aforementioned conditions.
3. Tent egress shall comply with Section 3103.2 CFC. If curtains are used to cover the exit opening, they shall be free sliding on a metal support a minimum of 80 inches above the floor level of the exit. Curtains shall be of a color that contrasts with the color of the tent.
4. Heating or Cooking shall only occur under a tent, of any size, under the following conditions:
  - a. All material must be certified as flame resistant or fire retardant
  - b. Fuel-burning appliances shall be vented to the outside per the California Mechanical Code.
  - c. Cooking and heating equipment shall not be located within 10 feet of exits or combustibles
  - d. Cooking tents shall be located a minimum of 20 feet from other tents
  - e. Portable LP-gas containers shall be located a minimum of 10 feet from tent. All hoses/piping shall be protected from physical damage/public contact by an approved means. Containers shall be securely fastened in place to prevent unauthorized movement.
5. Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent.
6. Food vendors must not open for business until the Ventura City Fire Inspector has given final approval.
7. All food vendors are subject to the Ventura County Environmental Health Department standards and regulations (805) 648-9246.
8. If the event takes place on city-owned property, contact Risk Management for insurance requirements (805) 654-7760.

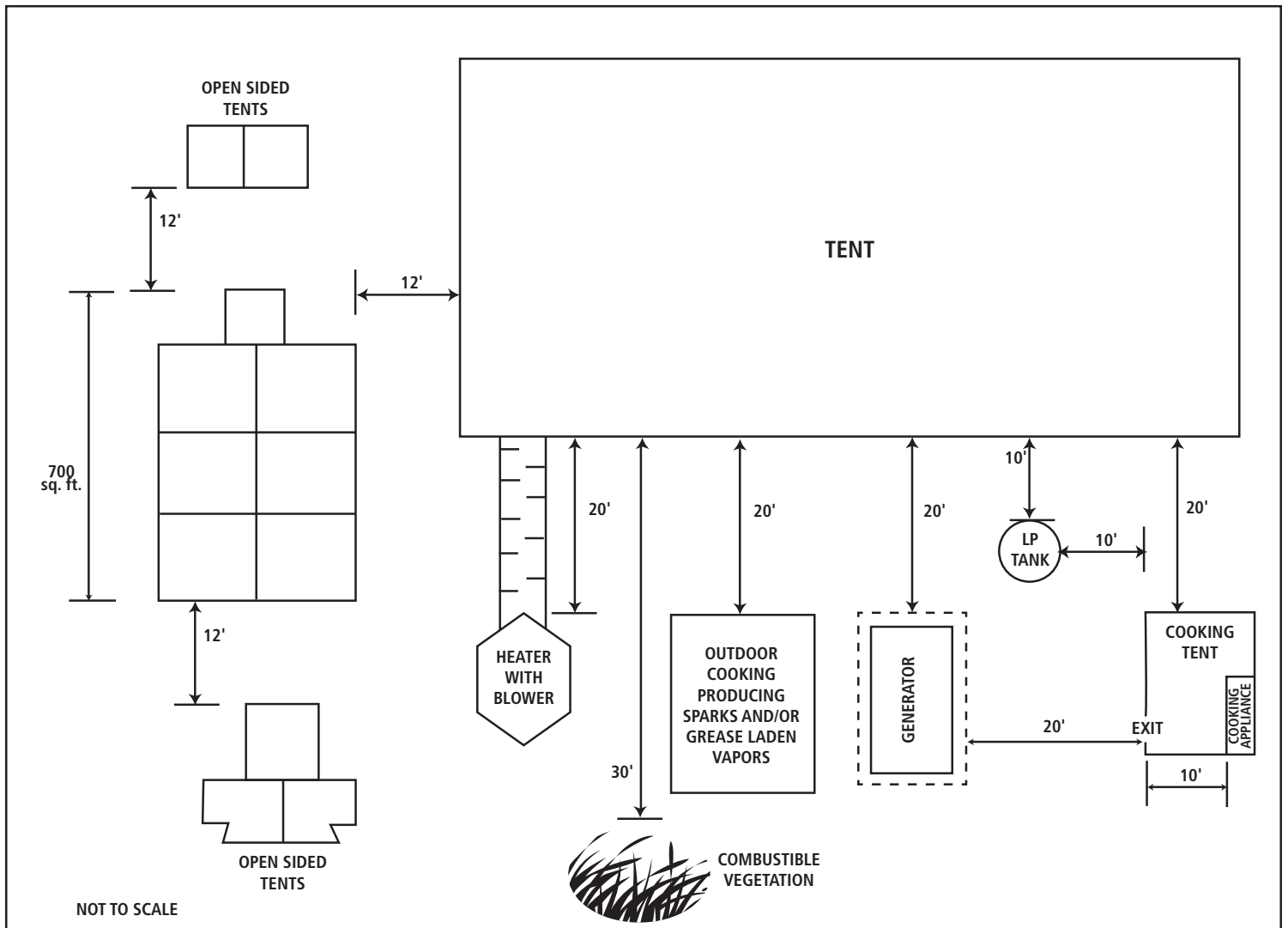
9. Generators and other internal combustion power sources shall be separated from tents by a minimum of 20 feet and shall be isolated from contact with the public by an approved means.
10. Groups of tents without sides exceeding 700 sq ft must be certified as flame resistant or fire retardant, unless there is a 12-foot spacing between each 700 sq ft unit.
11. To be considered flame resistant the following must be provided:
  - a. Flame resistant material must be provided with the California State Fire Marshal listing for that specific material either with a seal attached or a certificate for the material.
  - b. For fire retardant treatment, and renewal of treatment, a certificate or seal must be provided by the company performing the treatment that demonstrates California State Fire Marshal listing of the product and of the firm that applies the flame retardant and must include the date of treatment.
12. Streets closed to vehicle traffic will have emergency vehicle access. This will include a minimum unobstructed width of twenty (20) feet.
13. All furniture located in tents shall meet current California flammability requirements.
14. Standby personnel and/or crowd managers may be required while tent is utilized by the public. This will be determined during plan review by the fire official.

**Plan Review and Field Inspection**

A 4-business day notice is required to provide for plan review and permit processing

A 2-business day notice is required for the scheduling of a field inspection

**~ A copy of stamped, approved plans and permit must be present at event site ~**



HOURS: Monday thru Friday, 7:30 am to 5:00 pm; closed alternating Fridays  
 LOCATION: Fire Department Headquarters, 1425 Dowell Drive, Ventura 93003  
 PHONE: (805) 658-4717  
 FAX: (805) 654-7595

# Tent and Membrane Structure Permit Application

**Office Use:** Application Date \_\_\_\_\_ Permit # \_\_\_\_\_ Pl Ck # \_\_\_\_\_

Address of Event \_\_\_\_\_

Title of Event \_\_\_\_\_

Event Description \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

# of Tents \_\_\_\_\_ Tent Size(s) \_\_\_\_\_

Set-Up Date \_\_\_\_\_ Completion Time \_\_\_\_\_ Strike Date \_\_\_\_\_

Will event include use of (check all that apply):

- Generator(s)  Fuel Storage  Cooking Facilities  Music System  Open Flame Devices  Heat-Producing Appliances

How will tent be anchored? \_\_\_\_\_

Describe Décor (furniture, fabrics, hay, candles, etc): \_\_\_\_\_

Proposed Tent Occupant Load \_\_\_\_\_ VFD Approved Occupant Load \_\_\_\_\_ VFD Inspector \_\_\_\_\_

**TENT VENDOR**

Name of Firm \_\_\_\_\_ Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone (mandatory) \_\_\_\_\_

Email \_\_\_\_\_

City Business Lic # \_\_\_\_\_ Workers Comp Insurance \_\_\_\_\_

**EVENT COORDINATOR**

Name of Firm \_\_\_\_\_ Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone (mandatory) \_\_\_\_\_

Email \_\_\_\_\_

**ON-SITE EVENT MANAGEMENT**

Name of Firm \_\_\_\_\_ Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone (mandatory) \_\_\_\_\_

Email \_\_\_\_\_

**SECURITY COMPANY \*required when alcohol is served**

Name of Firm \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**FOOD AND BEVERAGE (if applicable)**

Name of Firm \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Describe type of food service being provided: \_\_\_\_\_

I, the undersigned, understand approval of this project does not waive any requirements, laws, or ordinances of the City of Ventura. All statements contained herein, including all documents and plans submitted in connection with this application, are true and accurate to the best of my knowledge.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_