



Clovis Fire Department

Standard # 4.1

TENTS & CANOPIES

Purpose

The intent of this standard is to provide the minimum requirements needed to obtain a permit to erect tents or canopies.

Scope

This standard shall apply to tents and temporary membrane structures having an area in excess of 400 square feet and canopies (75% of walls are open) in excess of 700 square feet. The requirements listed are from the 2016 California Fire Code and the California Code of Regulations (CCR) Title 19.

Application Paperwork

At least three weeks prior to the event, the following original documents (no faxes) are required to obtain a permit for a tent or canopy:

1. Submit a completed application form. (see attachment)
2. Submit a site plan that accurately indicates the distances from the tent or canopy to buildings, access drives, other tents or canopies, cooking and heating appliances, property lines and roadways.
3. Submit a copy of the flame retardant certificate(s) for the tent / canopy material.
4. Submit manufactures specifications for anchoring or provide calculations and details per The Industrial Fabrics Association International Procedural Handbook.
5. Submit a floor plan showing the locations of all tables, chairs, interior obstacles, exits and their dimensions, exit pathways, no smoking signs, fire extinguishers, exit signs and their type, generators, and the type of floor surface.
6. Payment by cash, check (made payable to the City of Clovis), or credit card in the amount of \$215, which included ½ plan review and one inspection.

Submit the above documents to the Prevention Division, Clovis Fire Department, 1233 Fifth Street, Clovis, California, 93612.

Inspection

A site inspection is required by the Clovis Fire Department after the structure has been erected with all requirements in place. The site must pass the fire inspection prior to the event. Additional inspections may be required. Please contact the Clovis Fire Department at 324-2200 to schedule the inspection.

An additional fee of \$66 can be accrued if an inspection is failed for any reason and the inspector needs to come for an additional inspection. You will be notified if/when this additional fee is due.

CODE REQUIREMENTS

A. EXITS

1. Exits shall be placed at approximately equal intervals around the perimeter of the tent or canopy and shall be located such that all points are one hundred feet (100') or less from an exit. (2016 CFC, Section 3103.12.1)
2. Exits shall be provided in accordance with Table (2016 CFC, Section 3103.12.2)
3. Tents or canopies that are closer than ten feet (12') to each other shall be considered as one structure. (2016 CFC, Section 3103.2)
4. Exit openings from tents shall remain open unless covered by a flame retardant curtain, provided that: curtains shall contrast with tent in color. Curtains shall be free sliding on a metal support. The support shall be a minimum of eight feet above the floor level at the exit. (2016 CFC, Section 3103.12.3)
5. Aisles having a minimum width of not less than forty-four inches shall be provided from all seating areas. (2016 CFC, Section 3103.12.5)
6. Exits shall be maintained with a clear width. Guy wires, ropes, fences, and other support members shall not cross a means of egress at a height of less than eight feet (8'). (2016 CFC, Section 3103.12.8)
7. Exits shall be illuminated at all times with light having an intensity of not less than one foot - candle at floor level. (2016 CFC, Section 3103.12.7)

Table 3103.12.2

Capacity	Minimum # of Exits	Minimum Width Each Exit - Feet	
		Tent or Canopy Structure	Membrane
Up to 199	2	6	3
200 to 499	3	6	6
500 to 999	4	8	6
1000 to 1999	5	10	8
2000 to 2999	6	10	8
3000+	7	10	8

B. EXIT SIGNS

1. At every exit, an exit sign with letters at least six inches (6") in height shall be provided. (2016 CFC, Section 3103.12.6)

G. BONDING OF CHAIRS. Loose seats or chairs that are not fixed to the floor shall be bonded together in groups of three or more, when the total number of chairs is over 300. (CCR, Title 19 Section 306(a))

C. FIRE EXTINGUISHERS. Provide one 2A:10BC portable fire extinguisher for every tent having a floor area between 500 square feet and 1,000 square feet. One additional fire extinguisher shall be provided for each additional 2,000 square feet. Maximum travel distance to a portable fire extinguisher shall not exceed 75' feet. Exits are the preferred locations. The top portion of portable fire extinguishers shall be mounted between three and five feet (3'-5') above floor. (2016 CFC, Section 3104.12)

D. HEATING AND COOKING EQUIPMENT.

1. Gas, solid, and liquid fuel burning cooking equipment shall not be located within twenty feet (20') from a tent or canopy. (2016 CFC, Section 3104.7)
2. Heaters shall not be permitted to be present under a tent or canopy unless approved by the Clovis Fire Department. (2016 CFC, Section 3104.7)
3. Cooking and heating equipment shall be kept ten feet (10') from any exit. (2016 CFC, Section 3104.15.3)
4. Operations such as warming foods with solid fuels (Sterno) that do not pose an ignition hazard shall be approved. (2016 CFC, Section 3104.15.4)

F. FLAMMABLE AND COMBUSTIBLE LIQUIDS / GASES

1. Flammable liquid-fueled equipment shall not be used in tents or canopies. (2016 CFC, Section 3104.17.1)
2. Flammable or combustible liquids and LP-gas shall not be stored in a tent or canopy, or less than fifty feet (50') from such structures. (2016 CFC, Section 3104.17.2)

H. HOUSEKEEPING.

Weeds, flammable vegetation, hay, trash and other flammable materials shall be removed from the interior floor and surrounding area occupied by a tent for a minimum of not less than fifty feet. (CCR, Title 19 Section 326(b))

I. STAND-BY PERSONNEL

1. When, in the opinion of the Chief, it is essential for public safety in tents and canopies, standby personnel shall be required in accordance with (2016 CFC, Section 3104.20)
2. The regulations of the State Fire Marshal for standby personnel in tents with an occupant load of 500 or more also apply. (CCR T-19, Chapter 2, Article 320)

J. CLEARANCES

1. Separation between tents relative to the property line or buildings: (2016 CFC, Section 3103.8.2 and 3103.8.3)
 - a. 20-foot clearance for up to 15,000 square feet of floor area
 - b. 50-foot clearance for over 15,000 square feet of floor area
2. Automobiles shall not be parked within 20 feet of the tent. Exception - Display of Motor Vehicles is allowed provided that the batteries are disconnected and no more than five (5) gallons of fuel remain in the tank.
3. Generators shall be maintained at least twenty feet (20') away and be isolated from the public by fencing, or other approved means.

K. MISCELLANEOUS

1. Smoking shall NOT be permitted in any tent. "NO SMOKING" signs shall be conspicuously posted. (2016 CFC, Section 3104.6)
2. No fireworks, open flame or other device emitting flame or fire shall be used within 100 feet to any tent. (2016 CFC, Section 3104.8)
3. An unobstructed passageway or fire lane not less than twelve feet (12') in width shall be maintained on all sides of the tents. (2016 CFC, Section 3103.8.6)
4. Fire lanes and fire hydrants shall remain unobstructed at all times.

Please contact the Prevention Division if you have any questions at 324-2201.

**CLOVIS FIRE DEPARTMENT
TENT & CANOPY PERMIT APPLICATION**

Event Information

Event Name: _____

Description of Event: _____

Location of Event: _____

Event Contact Information

Event Sponsor: _____

Event Contact Person: _____

Phone(s): _____ Fax: _____

Email: _____

Dates & Time

Set-Up: _____ Use: _____ Removal: _____

Rental Information

Supplier Contact Name: _____

Phone: _____ Fax: _____

Number and Size of Tents/Canopies: _____

The following items are to be submitted with the application. (see CFD Standard # 4.1 for details)

- * Site Plan
- * Floor Plan
- * Permit Fee \$215 – Check made payable to the City of Clovis.

I agree to meet the requirements of CFD Standard #4.1.

Applicant Signature: _____ Print Name: _____

* *For Office Use Only: \$215 Permit Fee (62000-42604)*

Application Received By: _____ Date: _____

Application: **Approved / Denied**

By: _____ Date: _____