



SPECIAL EVENT/TENT APPLICATION

Santa Clara County Fire Department / Fire Prevention Office

16795 Lark Ave, Suite 200, Los Gatos, CA 95032 • Phone: 408.378.4010 • Email: prevention@sccfd.org

EVENT COORDINATOR INFORMATION:

Promotion/Company name: Office Contact:
Mailing address: City: Zip:
E-mail: Phone:
On-site Event Coordinator: Cell phone:

Requested Site Inspection Date: Time:

*Please contact us if, upon receipt of approved plans, you do not have a scheduled inspection date & time.

EVENT INFORMATION:

Name of Event:
Date(s) of Event: Hours of Operation:
Event Description:
Address: City: Zip:
Cross Street: Bldg. Name: Bldg. #:
Total number of people anticipated: Maximum number of people at one time:

POWER & COOKING:

Source of power: On-site power Generator If yes, type of fuel & amount on-site:
Number of booths: Cooking Non-cooking Number of food trucks:
Cooking (prepared how?): Deep fry BBQ Open flame Other
Open flames (other than for cooking) YES NO Outdoor heaters? YES NO (Indicate location on site plan)

ENTERTAINMENT:

Type of entertainment: Stage? YES NO
Fireworks or special effects: YES NO If yes, must submit a separate Fireworks Application

TENT INFORMATION: Will there be Tents? YES NO Heating? Electric Propane None

Date tent(s) set up: Date tent(s) taken down:

Table with 9 columns: #, SIZE, USE, #, SIZE, USE, #, SIZE, USE

Supplier/Tent Company Name: Office Contact:
Mailing address: City: Zip:
E-mail: Phone:
On-site Contact: Cell phone:
Workers Comp. Insurance Policy#: Company:

I/We agree to comply with local ordinances and state laws, including CCR Title 19.
I/We agree to save, indemnify, and hold harmless the Santa Clara County Fire Department (SCCFD), against liabilities, judgments, costs and expenses that may in any way accrue against SCCFD in consequence of granting this permit.

Applicant Signature: Print Name: Date:

Amount paid: Date paid: Staff initials: Plan check#



SPECIAL EVENT/TENT APPLICATION CHECKLIST

GENERAL INFORMATION

- Complete all applicable sections of the Special Event/Tent Application (Form-Fillable).
- Application should be submitted at least 14 days prior to event date.
- Submit completed application to prevention@sccfd.org or mail/deliver to:
Santa Clara County Fire Department
Attn: Fire Prevention Division
16795 Lark Avenue, Suite 200
Los Gatos, CA 95032
- Application fee may be applied if special event includes tents and/or canopies >400 square feet.
- A site inspection will be scheduled to take place within 24 hours prior to your special event.
- For questions or for more information, call 408.378.4010 (press 2) or email prevention@sccfd.org
- If you would like to request a fire engine or community education booth at your event, please call 408.378.4010 x4490 or email communityoutreach@sccfd.org

A FIRE CODE PERMIT IS REQUIRED FOR THE FOLLOWING:

- A tent in excess of 400 square feet with sides.
- A tent without sides in excess of 700 square feet. Tent must be a minimum of 12 feet away from all structures and other tents.
- Special events such as concerts, carnivals, fairs, etc.
- Assembly events with more than 1,000 people in attendance at any one time.
- Assembly events with two or more cooking booths.
- Assembly events with four or more mobile food facilities.
- Fireworks public display or pyrotechnic special effects.

THE FOLLOWING DOCUMENTS ARE REQUIRED WITH YOUR SUBMITTAL:

- A site plan indicating the location, the dimensions of the tent(s), the distances from other tents, buildings, vehicle parking areas, and roadways etc.
- If applicable, provide a seating arrangement plan. Include the number of seats, row spacing, aisle locations, width of the aisles, door width and exit sign locations on a floor plan.
- If applicable, provide a table arrangement plan. Include the number of tables, table dimensions and locations, aisle locations, widths, exit widths and exit sign locations on a floor plan.
- If applicable, provide stage locations. Include dimensions and exit locations off the stage. Provide information regarding the use of the stage (i.e., band performance, dancing, theatrical play etc.) or what the stage might contain in lieu of performers.

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SANTA CLARA COUNTY FIRE DEPARTMENT

14700 Winchester Blvd., Los Gatos, CA 95032 | (408) 378-4010 | www.sccfd.org

- Provide locations of cooking and non-cooking booths, deep fryers, LPG tanks, BBQ grills.
- If applicable, provide location of temporary generators and propane tank(s).
- If applicable, provide fireworks public display and special effects permit application.
- Provide a name and telephone number for event promoter.

IMPORTANT: The event coordinator is required to coordinate with the tent supplier when the interior configuration is set up. Do not schedule a site inspection if interior setup will not be ready at that time. Additionally, emergency backup power for exit lights must be operational. The site inspection includes the entire site, not just the tent(s). Non-conformance of life safety plan review comments at the time of inspection may require a re-inspection and additional fees.

OTHER INFORMATION

- To view SCCFD Standard with details on requirements for your event, go to: www.sccfd.org (select Fire Prevention Tab > Standards & Specifications) **T-1** Tents, Canopies and Temporary Membrane Structures; **S1-2** Outdoor Carnivals & Fairs; **S1-4** Haunted Houses/Ghost Walks

SANTA CLARA COUNTY ENVIRONMENTAL HEALTH

- For additional requirements regarding the storage or use of hazardous materials, contact Santa Clara County Fire Department www.sccfd.org for the cities of Campbell, Cupertino and the Town of Los Gatos. For all other cities, contact the Santa Clara County Department of Environmental Health www.sccgov.org/sites/deh
- Secondary containment is required for all liquid fuels.
- A health inspection for temporary events such as cooking booths is required. Visit www.EHinfo.org and select "Food" then "Temporary Events" for details.

BUILDING DEPARTMENT

- Check with your local Building Department to determine if a separate permit is required for stages and electrical use.