



Livermore-Pleasanton Fire Department

Phone: 925-454-2361 | Fax: 925-454-2367

TEMPORARY TENT GUIDELINES

This document summarizes the California Fire Code requirements for tents at the time of revision.

Requirements for air inflated, air supported, mast-and-mast cable supported, and/or tension frame supported structures are not included in these tent guidelines. Contact the LPFD as soon as possible to discuss requirements for the above-listed tent types.

PERMIT REQUIRED

- for tents greater than 400 square feet, except when ALL the following are present:
- Small Tents don't exceed an aggregate of 700 square feet
- Open on all sides (no walls)
- Separated from other tents and structures by at least 12 feet.

OBTAINING A PERMIT:

To obtain a tent permit, the applicant must complete a [FIRE CODE PERMIT APPLICATION](#) and submit the TENT PERMIT SUPPLEMENTAL QUESTIONNAIRE available at the bottom of this form.

USEFUL DEFINITIONS:

| | |
|-------------------|---|
| Tent | A structure, enclosure, or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects. |
| Small Tent | A tent designed and used by less than 10 people. |
| Large Tent | A tent designed and used by 10 or more people. |
| Temporary | A tent erected no more than 180 days within a 12-month period |
| Site Plan | Aerial view of an event site identifying location on property, fire lanes, tent dimensions, emergency access points, evacuation location |
| Floor Plan | Aerial view diagram/drawing showing the tent layout, identifying the arrangement of walls, exits, aisles, furniture, equipment, and other features that affect occupant movement, fire safety, and emergency egress |

SITE PLAN REQUIREMENTS

A detailed site plan shall detail all aspects of the event including but not limited to:

- Location of Parking Areas
- Location of Generator
- Location of Fuel Storage
- Location of tent(s) on a property includes measured distances
- Location of fire access roadways and fire lanes
- Property lines
- Adjacent building(s) if applicable
- Occupant Evacuation Area

FLOOR PLAN REQUIREMENTS

A detailed floor plan shall include but is not limited to:

- Walls, openings, and doors/sliding panels
- Means of egress details, from the inside of the tent to a public way
- Seating capacity and seating arrangement
- Location and type of heating and cooking equipment
- Any flammable or combustible liquids or flammable gases to be present in the tent
- Location and type of electrical and lighting equipment, including generators
- Signage
- Anchorage. In some cases, the tent and anchorage design must be stamped by a Professional Engineer. Please contact us as soon as possible to determine if engineering will be required.
- Fire extinguisher type and location(s)

CERTIFICATES REQUIRED

- Flame Certificates for tent walls, tent drops, tent roofs, fabric and decorative materials
- Tent Owner Affidavit

INSPECTION REQUIREMENTS

Tents and permitted activities require an inspection as follows

- After set-up is complete and prior to use.
- [Schedule inspection](#) at least 48 hours (2 days, excludes weekends) prior to event

Some requirements must be handled on a case-by-case basis, such as stand-by personnel and display of flammable or combustible liquids or gases. If you have any questions about the Fire Code requirements, or how they apply to your tent, please call the Fire Department. We recommend that you apply for tent permits at least two weeks in advance.

| Code Standards | |
|---|--|
| Permittee, owner, or agent inspections (CFC 3103.6) | Tents erected for 30 days or more, Permittee, owner, or agent must inspect the tent at regular intervals, but no less than two times, to ensure continued compliance with requirements. The Fire Department may request the inspection report. Reports shall include maintenance, anchors and fabric inspections performed. |
| Fire department access (CFC 3103.7, CFC 503.1) | Fire Department access shall be provided within 150 feet of the tent with approved walking access from that point to the tent. Once access is established, they shall be maintained unobstructed |
| Location of tent (CFC 3103.7.2 and 3103.7.6) | All distances below shall be measured from ropes or guy wires if present: <ul style="list-style-type: none">• 20 feet from lot lines, buildings, and other tents. Separation between tents not used for cooking and when the aggregate area does not exceed 15,000 square feet is not required.• 20 feet from parked vehicles necessary to the operation of the establishment and cars parked on public streets |

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| | <ul style="list-style-type: none"> • 20 feet from internal combustion engines. • 100 feet from all other parked vehicles • Special provisions apply for tents not separated from buildings • A 12-foot fire break passageway or fire road free of guy wires or other obstructions shall be maintained on all sides, unless otherwise approved by the Fire Department. |
| Anchorage (CFC 3103.8) | Anchorage method for tent is required and shall be approved. In some cases, the tent and anchorage design must be stamped by a Professional Engineer. In ALL cases, anchorage shall be maintained according to the approved plans. In no case are water-barrels permitted except when approved by manufacturer (Signed Letter from Manufacturer is required with permit submittal package). Contact us as soon as possible to determine if engineering will be required. |
| Interior Clearance (CFC 3108.8) | Maintain 3 feet between fabric envelope and all contents located inside membrane structures. |
| Seating (CFC 3103.10). | <p>Seating shall be per the plans and Chapter 10 of the Fire Code Sections 1028.9, 1028.10 and 1028.12</p> <ul style="list-style-type: none"> • Additional requirements apply if the ground is not flat. • Dead end aisles shall not exceed 20 feet <ul style="list-style-type: none"> ○ Exception: A maximum of 24 seats beyond 20 feet is allowed when the clear width between rows is <ul style="list-style-type: none"> ▪ 12 inches + ((number of seats – 7) x 0.6 inches ▪ At 24 seats that is 22 inches between maximum projection of the rear seat to the front, and the rear-most projection of the front seat. • Seat rows with aisles on both sides (44 “minimum, see Aisle width in areas without fixed seating section below to calculate the actual width required) shall not exceed 100 seats • When the number of seats exceeds 200, chairs shall be bonded together in an approved manner in groups of not less than 3 seats OR shall be secured to the floor <ul style="list-style-type: none"> ○ Exception: When flexibility of seating is required, up to 200 chairs do not need to be bonded together or secured to the floor ○ Exception: Seating at tables does not need to be secured to the floor or bonded together. |
| Aisle width in areas without fixed seating (CFC 3103.11.5) | <ul style="list-style-type: none"> • Employee only areas the minimum width is 24 inches but shall not be less than that required by the employee occupant load • In public areas, smooth-surfaced, unobstructed aisles having a minimum width of 44 inches shall be provided and shall progressively be increased in width, at all points, not less than 1 foot of aisle width for each 50 people served by the aisle |

| <p>Number and size of exits (CFC 3103.11)</p> | <ul style="list-style-type: none"> • Exits spaced at approximately equal intervals around the perimeter • Travel distance of no more than 100 feet to an exit out of the tent. • At least one exit and per table below <table border="1" data-bbox="394 254 1458 695"> <thead> <tr> <th rowspan="2">Occupant Load</th> <th rowspan="2">Minimum Number of Means of Egress</th> <th>Minimum Width of Each Means of Egress</th> <th>Minimum Width of Each Means of Egress</th> </tr> <tr> <th>Tents</th> <th>Membrane Structures</th> </tr> </thead> <tbody> <tr> <td>10-199</td> <td>2</td> <td>72</td> <td>36</td> </tr> <tr> <td>200-499</td> <td>3</td> <td>72</td> <td>72</td> </tr> <tr> <td>500 – 999</td> <td>4</td> <td>96</td> <td>72</td> </tr> <tr> <td>1,000 -1,999</td> <td>5</td> <td>120</td> <td>96</td> </tr> <tr> <td>2,000 – 2,999</td> <td>6</td> <td>120</td> <td>96</td> </tr> <tr> <td>Over 3,000*</td> <td>7</td> <td>120</td> <td>96</td> </tr> </tbody> </table> <p>*The total width of means of egress in inches shall not be less than the total occupant load multiplies by 0.2 inches per person</p> | Occupant Load | Minimum Number of Means of Egress | Minimum Width of Each Means of Egress | Minimum Width of Each Means of Egress | Tents | Membrane Structures | 10-199 | 2 | 72 | 36 | 200-499 | 3 | 72 | 72 | 500 – 999 | 4 | 96 | 72 | 1,000 -1,999 | 5 | 120 | 96 | 2,000 – 2,999 | 6 | 120 | 96 | Over 3,000* | 7 | 120 | 96 |
|--|---|---------------|-----------------------------------|---------------------------------------|---------------------------------------|-------|---------------------|--------|---|----|----|---------|---|----|----|-----------|---|----|----|--------------|---|-----|----|---------------|---|-----|----|-------------|---|-----|----|
| Occupant Load | Minimum Number of Means of Egress | | | Minimum Width of Each Means of Egress | Minimum Width of Each Means of Egress | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | Tents | Membrane Structures | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10-199 | 2 | 72 | 36 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 200-499 | 3 | 72 | 72 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 500 – 999 | 4 | 96 | 72 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1,000 -1,999 | 5 | 120 | 96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2,000 – 2,999 | 6 | 120 | 96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Over 3,000* | 7 | 120 | 96 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Exit openings (CFC 3103.11.3)</p> | <p>Exit openings shall remain open unless covered by a flame-resistant curtain that:</p> <ul style="list-style-type: none"> • Is free sliding on a metal support. The support shall be a minimum of 80 inches above the floor level at the exit. • Is of a color or colors that contrasts with the color of the tent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Exit doors (CFC 3103.11.4)</p> | <p>Exit doors shall swing in the direction of egress, opening force shall not exceed 15 pounds.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Exit signs (CFC 3103.11.6)</p> | <p>Exit signs required when the occupant load is more than 50</p> <ul style="list-style-type: none"> • 300 or less occupant load – two separate circuits, one dedicated • More than 300 – Two sources of power, one an approved emergency system with a duration of not less than 90 minutes | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Egress Illumination (CFC 3103.11.7)</p> | <p>1 foot-candle on a separate circuit or source of power.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Fabric (CFC 3104.2, 3104.3)</p> | <ul style="list-style-type: none"> • Certificate from testing agency for each piece (with Certificate with serial number and piece number, and label that matches the serial number and piece number) • Affidavit <ul style="list-style-type: none"> ○ Name and addresses of the owners of the tent ○ Date the fabric was last treated with flame retardant solution ○ Trade name or kind of chemical used in treatment ○ Name of the person or firm treating the material ○ Name of the test agency and test standard by which the fabric was tested | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Combustible materials (CFC 3108.2)</p> | <p>Materials such as hay straw shavings or similar materials:</p> <ul style="list-style-type: none"> • shall be stored 50 feet away from any tent in which the public is admitted • are not allowed in a tent containing a public assembly unless: <ul style="list-style-type: none"> ○ Materials are needed for feeding a care of animals, or ○ The materials are kept damp or shall be made flame-retardant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Combustible Vegetation (CFC 3108.17) | Combustible vegetation that could create a fire hazard shall be removed from the area occupied by the tent and within 30 feet of the tent. |
| Combustible Waste and Other Materials (CFC 3108.18) | The floor of the tent and the grounds outside within 30 feet of the tent shall be kept free of combustible waste and other combustible materials that could create fire hazard. Combustible waste shall be stored in an approved container and removed at least once per day during the period the tent is occupied. |
| No Smoking (CFC 3108.3) | No Smoking signs are required. |
| Open flames (CFC 3108.4) | Open flames or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking devices shall NOT be permitted inside or located within 20 feet of a tent when it is open to the public |
| Fireworks (CFC 3108.5) | Fireworks shall not be used within 100 feet of tents.) |
| Spot or effect lighting (CFC 3108.6) | Lighting shall only be by electricity, and all combustible construction within 6 feet of such equipment shall be protected with approved noncombustible insulation not less than 9 ¼ inches thick. |
| Motion picture film (CFC 3108.7) | Motion picture film shall be safety film. |
| Fire extinguishers (CFC 3108.9) | <ul style="list-style-type: none"> • One 2A:10B:C extinguisher in tents 1,000 square feet or less in size • One additional 2A:10B:C shall be provided for each additional 2,000 square feet or fraction thereof. • In addition, at least one 2A:10:BC extinguisher shall be provided at: <ul style="list-style-type: none"> ○ Each generator and transformer ○ Cooking location • Pins and seals shall be intact, and a current tag of inspection shall be affixed to the extinguisher |
| Fire Equipment (CFC 3108.10, T19-319 (d)/(e)) | The fire department can require hose lines, water supplies and other auxiliary fire equipment. (Only required for very large tents or special conditions) |
| Extension Cords (CFC 603.6) | <ul style="list-style-type: none"> • Must be listed and labelled per UL817 • Must be listed for outdoor use • Must be plugged directly into an approved receptacle and shall serve only one appliance. • The current capacity amperes shall not be less than the rated capacity of the appliance or fixture. (Recommend minimum of 12 AWG extension cords.) • Extension cords must be in good repair without splices, deterioration or damage. • Extension cords must be grounded type when serving grounded appliances or fixtures. • Cords must be located so they do not present a tripping hazard and are out of foot traffic areas. Secure cords as necessary with heavy duty tape, wire twist ties, or heavy-duty cable protectors in high traffic area. |

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| Separation of Generators (CFC 3108.15) | Generators and other internal combustion power sources must be at least 20 feet from tents and shall be isolated from the public by fencing or other means approved by the Fire Department |
| Flammable and combustible liquids (CFC 3108.13) | <ul style="list-style-type: none"> • Flammable liquid fueled equipment shall not be used in tents • Limited quantities of flammable or combustible materials required for display and merchandizing are allowed and must be approved by the Fire Department • Tents must be located at least 50 feet from flammable and combustible liquids |
| Stand-by Personnel/Crowd Managers (CFC 3108.16, T19, Div1, 320) | <p>A. Tents used as a place of assembly with a capacity of 500 people or more, shall Standby Personnel as follows:</p> <ul style="list-style-type: none"> • one qualified fire safety person • one additional <u>qualified</u> fire safety person for each additional 1,000 person, or fraction thereof. <p>B. Stand-by personnel shall:</p> <ul style="list-style-type: none"> • Be proficient in the handling of fire extinguishers and equipment • Be familiar with applicable fire and panic safety regulations • Be approved by the Fire Department • Keep diligent watch for fires • Take prompt measures for extinguishing fires that occur • Assist in evacuation <p>C. Provide trained crowd managers with a ratio of one crowd manager per 250 occupants, when required by LPFD.</p> |
| LP Gas. (CFC 4101.6) | <ul style="list-style-type: none"> • Containers shall be located outside the tent, with the relief valve pointed away from the tent • Portable tanks holding 500 gallons or less shall be located at least 10 feet from the any • Portable tanks holding more than 500 gallons shall be located at least 25 feet from any tent • Portable containers shall be adequately safeguarded from tampering, vehicle damage, or other hazards and shall be in an approved location • Containers shall be fastened in place to prevent unauthorized movement and protect against earthquakes |
| Heating and cooking equipment (Electric Devices) (CFC 4105) | Portable electric cooking appliances and operations shall: <ul style="list-style-type: none"> • Use listed and labeled equipment • Operate per manufacturer’s instructions • Plugged direction into an approved receptacle or relocatable 20amp power tap plugged directly to a permanent approved receptacle • Unplug device(s) when not in use |

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| <p>Heating and cooking equipment (Gas, Liquid, and solid fuel-burning) (CFC Chapter 41, CFC 3108.12.3)</p> | <ul style="list-style-type: none"> • All equipment and vents shall be installed per 2025 Mechanical Code • Installation of equipment, including tanks, piping, hoses, fittings, valves, tubing and other related components shall be listed and approved by the LPFD • Gas, Liquid, and solid fuel-burning equipment designed shall have: <ul style="list-style-type: none"> ○ Vent exhausts to outside of tent ○ Vents and flues not less than 12 inches from any portion of the tent • Cooking and heating equipment is located at least 10 feet of exits or combustible materials. • Heaters are located at least 10 feet away from the tent. An approved duct may be used to convey heated air into the tent. • Food warming, cooking demonstrations and similar operations using solid flammables, butane or other similar fuel types require LPFD approval. • Cooking tents with sidewalls or drops separated at least 20 feet from other non-cooking tents. • Outdoor cooking operations producing sparks or grease laden vapors located a minimum of 20 feet of a tent. • Electrical equipment is listed, labeled, and use complies with the Ca. Electrical Code. |
| <p>Display of motor vehicles (CFC 3108.14)</p> | <p>Liquid- or gas-fueled vehicles, boats or other motor craft shall not be located in tents, except when ALL the following conditions are met.</p> <ul style="list-style-type: none"> • Batteries are disconnected • Fuel in fuel tanks does not exceed one-quarter tank capacity or 5 gallons, whichever is less. • Fuel tanks and fill openings are closed and sealed to prevent tampering. • Vehicles, boats, and other motor craft equipment are not fueled or defueled inside tent, membrane structures, or under the canopy. • Vehicles shall not obstruct egress • Fuel systems are regularly inspected for leaks • Fuel supplies, if present, are located in approved fuel containers not less than 50 feet from the tent or membrane structure at a location approved by LPFD. • Refueling, if performed, is at an approved location at least 20 feet from the tent or membrane structure. Spills are cleaned up immediately and properly disposed of. • Compressed natural gas (CNG) or liquefied petroleum gas (LP-gas) vehicles shall <ul style="list-style-type: none"> ○ Close gas container shut-off valve is and the engine operated until it stops. ○ Disconnect hot lead of battery. ○ Ensure dual-fuel vehicles comply with the requirements for both fueling systems. |

Quick Reference for Permit Review and Vendor Guidance

Prepared as an operational guide based on 2025 California Fire Code Chapter 31 and related LP-Gas / cooking provisions. Final setup remains subject to AHJ approval and permit conditions.

| Use this guide for: | Read this guide as: |
|---|---|
| <ul style="list-style-type: none"> tent permit screening event-site pre-plans vendor instructions field inspections | <ul style="list-style-type: none"> quick-reference operational summary not a substitute for approved plans not a substitute for appliance listings not a substitute for local permit conditions |

Substantial Requirements by Tent Size

| Requirement category | 2025 CFC section(s) | < 7,500 sq ft | 7,500–15,000 sq ft | > 15,000 sq ft |
|---|-------------------------|---|--|---|
| Fire department permit | §3103.2 | Required when tent / membrane structure exceeds 400 sq. ft. | Required | Required |
| Building Permit | §3103.8 | | Required | Required |
| Site plan / plan review | §3103.3 | Basic site layout and egress review | Detailed plan review typically expected | Full site, access, egress, and operations review |
| Fire department access | §3103.8; Ch. 5 | Verify access route and hydrant proximity | Maintain apparatus access and fire lanes | Enhanced access planning, fire lane control, and setup review |
| Separation from buildings / lot lines | §3103.8.2 | Maintain required setbacks | Same | Same; more site coordination usually needed |
| Occupant load / exits / exit signs / emergency lighting | §3103.12 | Based on calculated occupant load | Same, but larger egress package | Same, often with more formal crowd-management conditions |
| Flame-resistant fabric | §3104.2 | Required | Required | Required |
| Portable extinguishers | §3104.12 | Required | Required | Required; commonly increased around cooking and generators |
| Heating / cooking / utilities | §3104.15; Ch. 6; Ch. 61 | Review appliance type and clearance | Same with more operational controls | Same with more detailed vendor separation and fuel control |
| Inspection before occupancy | §3103.11 | Common | Required in practice | Required in practice; often multi-point inspection |

LP-Gas Cylinder Quick Reference (Common Portable DOT Cylinders)

Water capacity note: Cylinders are regulated in water capacity (WC). Common field names such as “20 lb. cylinder” refer to nominal propane capacity, not WC. Approximate WC values below use a 2.38 conversion factor and should be verified against the cylinder data plate.

| Nominal propane size | Approx. propane gallons | Approx. water capacity (lb. WC) | Typical field use | Quick bureau note |
|----------------------|-------------------------|---------------------------------|--------------------------------------|---|
| 20 lb | 4.7 gal | 47.6 lb. WC | Small grills, portable burners | Most common event cylinder; secure upright and protect from impact |
| 30 lb | 7.1 gal | 71.4 lb. WC | Medium grills, heaters where allowed | Larger than grill bottle; confirm hose routing and support |
| 40 lb | 9.4 gal | 95.2 lb. WC | Longer-duration cooking loads | Often better for fixed cooking stations than for frequent movement |
| 100 lb | 23.6 gal | 239 lb. WC | Large stationary cooking support | Heavier hazard profile; secure, separate, and keep outside public circulation |

Common bureau checks: cylinders upright, secured against tipping, valve protection in place, no storage in means of egress, no public contact, hoses protected from crushing/trip hazards, and spare cylinders in the approved storage location.

Temporary Event Cooking Separation Guide by Fuel Type

| Fuel / appliance type | Typical operating location | Operational Separation Guide | Hazard Concerns by Prevention Staff |
|---|--|--|---|
| Electric countertop appliances | Inside booth or under canopy when wiring is approved | Keep clear of combustibles; cords managed; no overloaded power strips | Shock, overload, and egress hazards |
| LP-Gas grills, burners, griddles | Outside the tent / canopy cooking line | Use a 10 ft minimum setback from tent walls, exits, and combustibles unless a specific protected arrangement is approved | Open flame, radiant heat, hose routing, public exposure |
| Charcoal, wood, pellet, or smoker units | Outside the tent / canopy cooking line | Use a 10 ft minimum setback; provide metal ash container with lid | Embers, ash disposal, heat exposure |
| Deep-fat fryers | Most remote protected cooking position | Operationally maintain 20 ft from tents/canopies unless a specifically approved protected arrangement is provided | Hot-oil splash, flare-up, difficult extinguishment |
| Generators | Outside public path of travel | Keep away from tents and air intakes; isolate fuel and exhaust from the public | CO, ignition source, refueling, noise, cords |



Livermore-Pleasanton Fire Department

Phone: 925-454-2361 | Fax: 925-454-2367

TEMPORARY TENT SUPPLEMENTAL QUESTIONNAIRE

Attach required documents: Site Map, Floor Plan, Engineering Stamp (if applicable). Submit at least 14 days before event. Failure to comply may result in permit denial or event shutdown.

Tent Supplier Information

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|---------------|--|
| Supplier Name | |
| Company Name | |
| Phone | |
| Email | |

Tent Configuration and Set-Up Details

| | | | |
|---|--|---|--|
| Number/Tent Sizes: | # of Tents: _____ @ Size: W _____ ft x L _____ ft | | |
| | # of Tents: _____ @ Size: W _____ ft x L _____ ft | | |
| | # of Tents: _____ @ Size: W _____ ft x L _____ ft | | |
| Roof Config | <input type="checkbox"/> Pyramid <input type="checkbox"/> Gable <input type="checkbox"/> Hip | Valence Height: _____ ft | Ridge Length: _____ ft |
| | Eave Height: _____ ft | Roof Height: _____ ft | |
| Ballasting Config: | <input type="checkbox"/> Fixed to Plate <input type="checkbox"/> Fixed to Pole (Provide Detail) | Concrete Ballast Info: • # of Blocks: _____ per Pole • Wt. p/Block: _____ • Ballast Points Per Corner: _____ • Ballast Points Per Pole: _____ | Ground Surface: <input type="checkbox"/> Smooth Concrete <input type="checkbox"/> Rough Concrete <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel <input type="checkbox"/> Dirt <input type="checkbox"/> Grass |
| | D2: Distance between far end of plate and upright: _____ ft | D4: Horizontal Dist. between guy Attachment Point and upright: _____ ft | D5: Horizontal. Dist. between ballast center and guy Attachment Point: _____ ft |
| | # of Intermediate Posts on Length side (Excludes Corners) _____ | # of Intermediate Posts on Width Side (Excludes Corners): _____ | |
| Wind Exposure: <input type="checkbox"/> Fully <input type="checkbox"/> Partial <input type="checkbox"/> Sheltered | | Tent Attachments: <input type="checkbox"/> Lighting <input type="checkbox"/> Decorations | |

Safety & Compliance Questions

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|---|---|
| Food Cooked <input type="checkbox"/> Inside <input type="checkbox"/> Outside <input type="checkbox"/> N/A | Heat Source: <input type="checkbox"/> Propane <input type="checkbox"/> Open Flame <input type="checkbox"/> Other: Explain: _____ |
| Tent Heated: <input type="checkbox"/> Yes <input type="checkbox"/> No | Fuel Type: <input type="checkbox"/> Propane <input type="checkbox"/> Electric Heat Unit Description: _____ |
| Power Source: <input type="checkbox"/> None <input type="checkbox"/> House Electrical <input type="checkbox"/> Generator: Provided by <input type="checkbox"/> Event Host <input type="checkbox"/> Tent Co <input type="checkbox"/> Other: _____ | |
| Electrical Cords / Wiring Provided by: <input type="checkbox"/> Event Host <input type="checkbox"/> Tent Co <input type="checkbox"/> Other: _____ | |

Fees & Signature

| | |
|---------------------------------------|---|
| Livermore: \$358 Pleasanton: \$265 | Payment Method: <input type="checkbox"/> Credit Card Authorization Attached |
| Applicant Signature | |
| Date | |

Tent Permit Application Checklist

- Flame Certification for Tent Material
- Site Map showing aerial property view, measurements to adjacent buildings, and measurements to adjacent streets
- Detailed Floor Plan with tent dimensions, exits, seating, heating equipment, cooking equipment, electrical layout
- Anchorage Configuration Details (Engineer stamp if required)
- Fire extinguisher locations
- Payment of permit fee (Provided Once Approved)
- Contact LPPFD for engineering requirements if applicable
- Property Owner Approval
- Insurance Accord Form – Additional Insured to cover Name City of XXXX, Livermore-Pleasanton Fire Department, and their employees
- Building Permit required when:
 - Occupant Load is 1000 persons or more
 - Tent Exceeds one story in height:
 - Tent exceeding 7,500 square feet (sq. ft.):
 - Tents installed on platforms or buildings
 - Cooking Equipment Detail – Provide Equipment Photo