



TEMPORARY TENT PERMIT APPLICATION

Note: A building permit maybe required for:

- Occupant loads of 1,000 or more
- Tents more than one story in height
- Tents exceeding 7,500 square feet
- Tents installed on platforms or buidings

Contact the Fire Department as soon as possible to discuss requirements for the above-listed tent types.

Name of Site	
Address of Event	
Type of Event	
Date of Set up	
Date(s) of Event Operation	
Hours of Event Operation	
Date of Teardown	
Permit Applicant Name	
Permit Applicant Company	
Permit Applicant Office Phone	
Permit Applicant Cell	
Permit Applicant email	
Event Contact Name	
Event Contact Company	
Event Contact Office Phone	
Event Contact Cell	
Event Contact email	
The Event Contact is a representative of the organization hosting the event.	
Tent Supplier Name	
Tent Supplier Company	
Tent Supplier Office Phone	
Tent Supplier Cell	
Tent Supplier email	
Number of tents	

Permit Fee Livermore: \$294.00 Pleasanton: \$224.00	
Refer to the LPFD “Temporary Tent Inspection Guide” for detailed code requirements. These are the standards used to review permit applications and inspect the set up.	
Attach a site map showing the property, including buildings on-site and adjacent streets	
Attach a detailed site and floor plan that demonstrates compliance with the physical requirements for tents. These plans shall show all aspects of the event, not just the tent (such as parking lots used or drive aisles blocked). The plans shall include but be not limited to: <ul style="list-style-type: none"> • Location on property, including fire lanes • Dimensions of tent • Walls , openings, and doors/sliding panels • Means of egress details, from the inside of the tent to a public way • Seating capacity and arrangement of the seating • 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 extinguishers 	
Food will be cooked/warmed inside	Yes No Describe
Food will be cooked/warmed outside	Yes No Describe
Source of power	<input type="checkbox"/> House electrical <input type="checkbox"/> Generator provided by tent supplier <input type="checkbox"/> Generator provided by event host <input type="checkbox"/> Generator provided by other <input type="checkbox"/> No electrical power used
Equipment, lights or other items will be attached to the tent structure. (This may trigger a structural review)	Yes No Describe
Who is providing power cords/wiring	<input type="checkbox"/> Tent supplier <input type="checkbox"/> Event Host <input type="checkbox"/> Other: Name and phone:
Will the tent be heated?	Yes No
Will there be lights?	Yes No