



Roseville Fire Department

Fire & Life Safety Division

Temporary Tent Permit

316 Vernon Street Suite 480 · Roseville, CA 95678 · (916) 774-5800 · FLSDivision@roseville.ca.us

Please submit all completed permit applications to FLSDivision@roseville.ca.us

Permit applications shall be submitted at least 10 days prior to the event. One-time permit only.

Name of Applicant: _____ Tent Contractor: _____

Phone Number: _____ Email: _____

Address of Tent: _____

Installation Date: _____ Removal Date: _____ Tent Square Footage: _____

1. The Roseville Fire & Life Safety Division shall be notified at least 48 hours prior to any inspections. Call (916) 774-5800 to schedule inspections.
2. Issuance of a permit is subject to compliance with the listed requirements and approval by field inspection and necessary tests.
3. I/we do absolve the Roseville Fire Department, or any member thereof, of any and all liability for damage of any kind whatsoever that may occur as a result of this event.
4. Issuance of a permit is subject to proof of insurance with the City of Roseville named as additional insured.
5. An inspection of the event location, by the Roseville Fire Department Fire & Life Safety Division, shall take place prior to the event occurring.
6. The Roseville Fire Department will have the authority to supervise and inspect the event location prior to and during the event.

Documents that must be submitted with the application:

1. Site map that includes the following:
 - a. All structures and unobstructed fire lanes on all sides of the tent
 - b. Locations of exits, fire extinguishers and appropriate signage
 - c. All activities at address
2. Documentation of structural stability (i.e. staking and bracing documentation and justification).
 - a. Roseville Fire Department does not permit the use of water barrels as a ballasting option for any tent membrane structure.
3. Flame resistant certificate is required from an acceptable testing laboratory.

Specific Requirements:

1. No smoking, no fireworks, no open flames or devices emitting open flame, fire or heat will be used in the tent/canopy.
2. The adequate number of exits must be maintained.
 - a. Occupant load of 10-199 people requires two exits, occupant load over 200 people requires three exits
3. The tent cannot block any fire hydrants or fire department connections.
4. Tents shall not be located within 20 feet of lot lines, buildings, other tents or membrane structures, parked vehicles, internal combustion engines or generators.
5. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. Cooking equipment that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent or membrane structure.
6. "NO SMOKING" signs shall be posted.
7. 2A:10BC fire extinguisher(s) will be provided and mounted no higher than 48" above finished floor to the handle.
 - a. One extinguisher if under 1000 ft² and one extinguisher per additional 2000 ft² or fraction thereof
8. An inspection of the tent, by the Roseville Fire Department Fire & Life Safety Division, shall take place prior to occupying the structure.

In affirming my signature hereon, I realize that as the permittee, I am responsible for compliance with all provisions under which this permit may be granted. Application or permit does not replace any license or permit required by any other agency.

Applicant's Signature: _____ Date: _____

Permit Authorized By: _____ Issue Date: _____