



**Woodland Fire Department
Community Risk Reduction Division
1000 Lincoln Ave., Woodland, CA 95695 / 530.661.5857**

Temporary Tent Application / Permit

A FEE WILL BE CHARGED FOR THIS APPLICATION / PERMIT AT THE TIME OF SUBMITTAL

Note: This Application / Permit is not valid until it is signed by the Fire Inspector

APPLICANT					
Name		Business Name			
Mailing Address		Phone		Phone	
City State Zip		e-mail			
TENT LOCATION					
Address				Contact Name	
City State Zip				Contact Phone	
Event Date	Set-Up Date	Set-Up Time	Removal Date	Daily Number of Participants	
				MINIMUM	MAXIMUM

Tent Information						
Please answer the following information for review of application and site plan						
Tent	Square Feet	Estimated Occupant Load	Anchorage Type	Number of Side Walls	MIN Number of Exits	Tables / Chairs / NONE / Catering / Cooking
#1						
#2						
#3						
#4						
#6						
#7						
#8						
#9						
#10						

2A Fire Extinguisher 1 for every 1000 sqft

Generator on-site
Heating Provided

Exit Illumination Provided
Exit Sign Provided

Anchorage Detail Provided

I declare under penalty of perjury, to the best of my knowledge and beliefs, the responses made herein are true and correct.

Applicant Signature:	Printed Name:	Date:
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**** If Safety Provisions are not sufficient for the event, additional Safety Provisions may be required by Woodland Fire Department. This form is not your permit.**

OFFICE USE ONLY BELOW THIS POINT			
Date received	Permit / Inspection Fee	Permit #	Date Paid:
Inspection Details		Approved	Denied
Inspector Signature:	Printed Name:	Date:	



TEMPORARY TENT APPLICATION CHECKLIST

GENERAL INFORMATION

- Complete all applicable sections of the Temporary Tent Application/ Permit (Form-Fillable).
- Application should be submitted at least 14 days prior to event date.
- Submit completed application to Risk.Reduction@cityofwoodland.org or mail/deliver to:
Woodland Fire Department
Attn: CRR Division
1000 Lincoln Avenue
Woodland, CA 95695
- 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 530.661.5857 or email Risk.Reduction@cityofwoodland.org
- If you would like to request a fire engine or community education booth at your event, please call 530.661.5872 or email Risk.Reduction@cityofwoodland.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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TEMPORARY TENT APPLICATION CHECKLIST

- 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.

YOLO COUNTY ENVIRONMENTAL HEALTH

- For additional requirements regarding the storage or use of hazardous materials, contact Yolo County Environmental Health Services at 530.666.8646 or email EHealth@yolocounty.org
- Secondary containment is required for all liquid fuels.
- A health inspection for temporary events such as cooking booths is required. Visit YoloCounty.org and select "Community Services">"Environmental Health Division">"Consumer Protection Programs">"Food Programs">"Community Events & Food Booths".

SPECIAL EVENTS COMMITTEE

The Committee represents every City department and considers applications to hold public events, especially those that close streets or impact public right-of-way. If this applies to your event, please contact the Community Services Department at 530.661.2000.

BUILDING DEPARTMENT

- Check with your local Building Department (530.661.5820) to determine if a separate permit is required for stages and electrical use.