



TEMPORARY TENT & CANOPY APPLICATION

Building Department
1480 Main Street
St. Helena, CA 94574
(707) 968-2657

OFFICE USE ONLY
PERMIT #: _____

For additional information, forms & documents please visit us on the web at: <http://www.cityofstheleena.org/content/building>

APPLICATION FEE: \$477.00

ADDRESS OF EVENT: _____

TENT COMPANY INFORMATION

Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____ Phone #: _____
City of St. Helena Business license number **(required)**: _____
Contact person: _____
Email: _____
Phone#: _____

TENT INFORMATION:

Date of tent installation: _____ Event Date: _____ Date of tent removal: _____
Expected attendance: _____ Event open to public?: _____
Size of tent 1: _____ Size of tent 2: _____ Size of tent 3: _____
.....
Type of tent 1: _____ Type of tent 2: _____ Type of tent 3: _____
Power source?: _____ Power source?: _____ Power source?: _____
Source of tent heat: _____ Source of tent heat: _____ Source of tent heat: _____

Please list other tents on separate page. If the tent is round provide radius.

Will food preparation occur in any tent? _____

Will tent be installed in parking area? _____ If yes please account for parking on site plan.

A site plan is required showing the following information:

Please provide 2 (two) copies of site plan. If there are multiple tents minimum plan size is 11" X 17".

- General property boundaries of parcel where the tent(s) are to be installed.
- Each tent/canopy dimension with distances to property line, other tent/canopy, buildings or other structures.
- Floor plan of each tent/canopy identifying number of seats (if applicable), seat spacing, aisle locations/widths, exits, exit sign location, number and location of no smoking signs, maximum occupancy load sign (if occupancy is to be over 50 people), fire extinguisher locations, type and rating of fire extinguishers.
- Include tent flame certifications, if not affixed to the tent.

Signature: _____ **Date:** _____

- Verify hold downs at all points of tent (corners, mid-span etc). If barrels are used make sure they have been appropriately filled.
- Verify number of exits (over 50 max. occupancy 2 exits are required), and appropriately separated by 1/2 the diagonal dimension of the area served.
- Maximum occupancy load sign, if applicable, posted at entrance to all tents per plan.
- Number and location of fire extinguishers per plan. Check service dates to make sure they are current. Minimally a fire extinguisher should be at each exit. Cannot be more than 75 feet apart.
- Exit signs posted at all exits per plan.
- All tents shall have a State of California flame retardant seal stamped on, or affixed to the tent material.
- All tents located per plan, and at least 10 feet of separation between tents and between tents and other structures.