



Tents and Temporary Structures for Public Use Fact Sheet

Use this initial reminder of considerations before you apply for a permit



Risk Management

Have the contract liability clauses and insurance requirements been reviewed?
Has responsibility, sponsorship, and supervision of the event been designated?

Contracting with Vendors

Have all contracts, purchase orders, and agreements been reviewed and signed for all vendors (facilities, sound and lighting equipment, performers, rentals, port-a-potties, etc.)?



Safety Management

Event Site Plan- Provide detailed scale drawing of tent size, location, interior layout of tables and chairs, size of exits and distances from structures and traffic? Emergency / Evacuation Plan?

Exits

Exits are clearly posted and adequate lighting is in place to maintain a visible path. Do gates and barriers obstruct exits from tent?

Fire Safety

Emergency Vehicle Access? Tents are separated from vehicle traffic (physical barriers when required), Fire Extinguisher, No Smoking Signs, Occupant Load Signs posted?



California State Fire Marshal

Certification labels and stamps on tents?
Flame Retardant or Resistant Certificate (Tag or Paperwork)?

Structural Stability

You may be required to have a structural calculation report provided by a licensed structural engineer.

Cooking

Will tents where cooking is performed be separated by at least 20 feet from other non- Cooking tents?



Comfort Heating

appliances? Propane appliances and open flames are not allowed inside or located within 10 feet of exits, aisles, passageways, or combustibles.

Propane (LPG) -Fueled Heaters and Fuel

Propane Tanks are Not Allowed Inside Tents. This means “mushroom” heaters are allowed 10 feet away from tents, but are prohibited inside tents. “Salamander” style heaters which blow air in under a tent from the outside are permitted and are commonly available from tent rental companies. The fuel tank must be a minimum 10 feet away from the tent and exits and you must have 3A 40BC fire extinguishers.



Temporary Power - Generators?

Extension cords? Electrical outlet overloading? Surge protectors?
Weather protection for electricity?



Lighting and Electrical Heaters

- Electric heaters are not allowed to be powered by extension cords and must be plugged directly into an approved receptacle or outlet. Extension cords if used for lighting can only be used on a temporary basis and must not be installed for permanent use (longer than 90 days). They must not be connected into each other and should never be attached to permanent fixtures or pass through holes in walls. Any significant electrical outlet must remain covered. This applies to junction boxes, circuit breaker panels, and any type of outlet box. Electrical cords must be protected from wear and damage and to avoid trip hazards.

Other requirements may apply. Tents and temporary membrane structures shall comply with all applicable laws and regulation.

PREPARED AND APPROVED BY MONTEREY FIRE PREVENTION BUREAU

FIREPREVENTION@MONTEREY.ORG 831-646-3908