



Murrieta Fire & Rescue

41825 Juniper Street
Murrieta, CA 92562
(951) 304-3473 Office

FireInspection@MurrietaCa.Gov



TENT/CANOPY PERMIT APPLICATION

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE BUILDING DEPARTMENT WITH THE APPROPRIATE PLANS. INCOMPLETE INFORMATION WILL RESULT IN DELAYS IN APPROVALS.

APPLICANT INFORMATION

Applicant Name: _____ Submittal Date: _____

Company Name: _____

Phone Number: _____ Email: _____

EVENT INFORMATION

Event Name: _____ Event Contact: _____

Event Address: _____

Cell Number: _____ Email: _____

Type of Event: _____ Indoor Outdoor Both

Date(s) of Event: _____ to _____ Event Times: Start: _____ End: _____

Number of Guests (per day): _____ Total Number of Guests for Event: _____

MANDATORY INSPECTIONS (initials required)

_____ * By initialing here the applicant understands that he/she is responsible for scheduling the appropriate inspections with the Building Department and the Fire Department and failure to do so will result in delays in approval and/or administrative citations with monetary fines and/or cancelation of event.

Food and Beverage: Not applicable Check all that apply

- Cooking on-site Barbeques /grill Deep fryers Ranges Woks Propane (shall be secured from tipping over)
- Alcohol being served Yes No Food truck(s)/trailer – How many _____ Other: _____
- Use of CO2 (carbon dioxide gas) cylinder(s) (shall be secured from tipping over) Applied for Health Dept. Permit

Tents: Yes No (Over 400 square feet): With sidewalls: Number of tents: _____ (Fire retardant certification is required)

Canopies: Yes No (Over 400 square feet): No sidewalls: Number of canopies: _____ (Fire retardant certification is required)

Will you be warming food in the tent or canopy: Yes No

Pop-up Booths/Canopies (less than 400 square feet): Number of booth(s)/canopies: _____ Maximum number of seven (7) 10'X10' booth(s)/canopies assembled together, requires a minimum clearance of 12 feet between each group of seven (7) booth(s)/canopies. See diagram example in the Tent and Canopy Guidelines, Page 7.

Decorative Materials: In all assembly occupancies all decorative materials shall be flame retardant treated, shall bear a State Fire Marshal tag on each panel and/or provide a certificate of flame retardant treatment for that product(s).

Propane Heaters: In tent(s): Yes No Indoor vehicle/motorcycle display: Yes No

Generators: Small portable – How many _____ KVV _____ Large on a trailer – How many _____ KVV _____

Pyrotechnics/Fireworks: Yes No **Mock gunfire/cannon/special effects:** Yes No

Open Flame or Fire: Yes No

REQUIRED WITH THIS APPLICATION

*****Two sets of the following plans shall be submitted in a clear and legible manner to scale/dimensions and on a standard 8 1/2" X 11" or 8 1/2" X 14" format; larger maps or blueprints may be necessary.**

Site Map –

- Indicating locations of event activities • tent(s) and/or booth(s)/canopies • distance from other temporary structures, buildings, property lines or booths • location of generators • vehicle parking areas • fire lanes • fire hydrants
- fire department connections • roadways

Floor Plan –

- Exit locations and dimensions • exit doors • curtain(s) • placement of exit signs and emergency lighting
- portable fire extinguishers • no smoking signs • cooking/open flames/candles/gel fuel/heaters • number of table(s)/chairs • table dimension • chair spacing • chair bonding • aisle locations - length & width • flooring material(s)
- stage(s) or platforms

Structural anchoring or ballasting system(s)

Provide two complete sets of tie-down staking or ballasted designs for the anchoring of the tent / membrane structure(s) based on the layout (length & width) and profiles (height) by the leasing contractor or professional responsible designer or engineer

Traffic Control Plan (if applicable) –

- Indicating the route for the event, control points, road closures, check points, hydration stations, etc.

PERMIT ISSUANCE INFORMATION

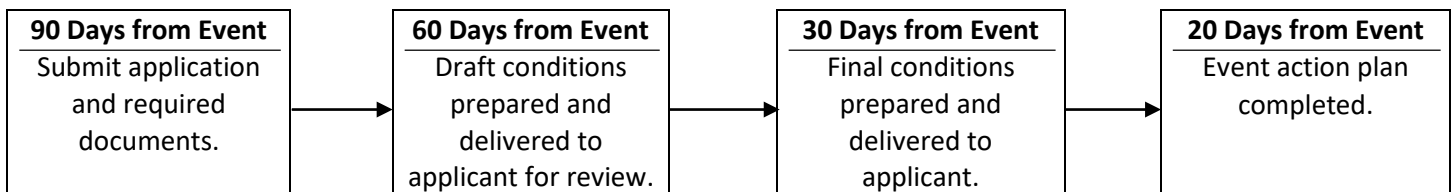
All application materials shall be submitted and approved a minimum of thirty (30) days in advance of the display or event. Additional fees may be required for multiple inspections. Failure to comply with the requirements(s) of the application and approved site map may result in an Administrative Citation with monetary fines and/or cancellation of your event. The Administrative Citation will be issued to the applicant and/or vendor of record.

I CERTIFY THAT ALL THE INFORMATION SUBMITTED IS CORRECT. I AGREE TO COMPLY WITH ALL LOCAL LAWS RELATED TO FIRE PREVENTION, AND TO THE RULES AND REGULATIONS ADOPTED BY THE CALIFORNIA STATE FIRE MARSHAL. I HEREBY AUTHORIZE REPRESENTATIVE OF THE FIRE DEPARTMENT TO ENTER UPON THE ABOVE-MENTIONED EVENT PREMISES FOR INSPECTION PURPOSES.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

Required Time Frames



OFFICE USE ONLY

Permit Required: Yes No Permit Number: _____ Inspection Required: Yes No

Approved By: _____ Denied By: _____ Date: _____



Murrieta Fire & Rescue

41825 Juniper Street
Murrieta, CA 92562
(951) 304-3473 Office

FireInspection@MurrietaCa.Gov



Tent and Canopy Guidelines

Reference: 2019 CFC

The Fire Department has established fire safety requirements and guidelines for the use of tents, food booths and portable cooking appliances at outdoor food and street fairs in accordance with the 2016 California Fire Code. The installation and use of tents, temporary membrane structures, or food booths and /or the use of portable cooking appliances utilizing LP-gas, butane, propane, natural gas, mesquite wood, or charcoal briquettes shall comply with the following:

NOTE: Permit applications for regulated activities shall be submitted to Murrieta Fire & Rescue - Fire Prevention Division a minimum of ninety (90) business days prior to the event.

TENTS, CANOPIES, TEMPORARY MEMBRANE STRUCTURES, FOOD BOOTHS:

1. All tents, temporary membrane structures, and food booths used for cooking or warming of food shall be of inherently flame-resistive material or treated with flame retardant in a manner approved by the California State Fire Marshal. The owner or agent shall submit to the Fire Department proof of fire resistance or flame retardancy when applying for a fire permit. Proof of certification of flame resistance or flame retardancy shall be available on-site at all times. CA Code of Regulations, Title 19.
2. The means of egress shall comply with the applicable sections of Chapter 10 of the Fire Code. For example, a minimum of two (2) exits is required for an occupant load of 10-199 persons.
3. Cooking tents shall be separated from other tents, canopies, or membrane structures by at least twenty (20) feet. (CFC 3103.8.2)
4. The minimum number of visible and accessible 2-A:10-B:C (minimum size) portable fire extinguishers with a current State Fire Marshal (SFM) service tag to be provided in every tent, or membrane structure shall be as follows: a.) 200-500 sq. ft. of floor area: one (1) extinguisher. b.) 501-1,000 sq. ft. of floor area: two (2) extinguishers. c.) An extinguisher is required for each additional 2,000 sq. ft. or fraction thereof.
5. Smoking is prohibited in tents, canopies, or membrane structures. "NO SMOKING" signs shall be conspicuously posted. (CFC 3107.3)
6. Vehicles shall not be located within 20 feet of any tent or canopy.
7. Any tent or membrane structure having an area greater than 400 sq. ft. or any requires a separate Fire Department permit. Proof of liability insurance is also required. An aggregate total of multiple fabric canopies open on all sides exceeding 700 sq. ft. without a twelve (12) foot fire break and not separated at least twelve (12) feet from all structures and other tents requires a separate Fire Department permit.
8. Permit applications for the erection or use of a tent, or membrane structure with an occupant load of 50 or more persons shall be accompanied by a detailed site map and floor plan. The plans shall include details of the following:
 - a.) Occupant load with justification.
 - b.) Location and width of egress components.
 - c.) Seating and/or content arrangement. Seating plan layout required.
 - d.) Emergency lighting.
 - e.) Exit signage.
 - f.) Number and locations of fire extinguishers.
 - g.) Location and type of heating and/or electrical equipment.

NOTE: Please contact the Murrieta Fire & Rescue - Fire Prevention Division at (951) 304-3473 for additional requirements regarding the installation and use of tents, and membrane structures.

COOKING, WARMING OF FOOD:

1. Cooking within a tent, membrane structure, or food booth accessible to the public is **strictly prohibited**.
2. Vendors cooking with flammable gas and/or solid fuel BBQ grills and vendors using deep fat fryers shall utilize a minimum vendor space of not less than 200 sq. ft. to accommodate a 10' x 10' cooking area located at the rear of the 10' x 10' food booth.
3. Cooking equipment shall not be located within ten (10) feet of exits, exit pathways, and combustibles.
4. Flammable-liquid-fueled equipment shall not be located or used inside tents, canopies, temporary membrane structures, or food booths.
5. Flammable gas-burning and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the California Mechanical Code Where vents or flues are used, all portions of the tent, canopy, or membrane structure shall not be less than twelve (12) inches from the vent or flue.
6. Grill or cooking appliances with perforated or grid design cooking surfaces which allow the food to come in direct contact with the flame shall not be located or used inside tents, canopies, membrane structures, or food booths. (Exception: unless protected by a Type I hood with a fire suppression system).
7. One (1) visible and accessible 2-A:10-B:C (minimum size) portable fire extinguisher with a current SFM service tag shall be provided for each cooking and warming area. Deep fat frying or similar cooking devices require a Class K fire extinguisher (see below).
8. The warming of food using griddles, sterno, or butane may be allowed within a food booth provided the heat-producing device is on a non-combustible surface and a minimum eighteen (18) inch clearance is maintained from all portions of the booth envelope and all combustible materials. Sterno and butane shall be used according to the manufacturer's instructions.

NOTE: A Fire Inspector may order the immediate cease and desist of cooking operations if grease has accumulated on tent surfaces.

DEEP FAT COOKING, OPEN FLAME COOKING:

1. Deep fat cooking shall not be located or used inside tents, temporary membrane structures, or food booths, requiring a flame certification. (Exception: unless protected by a Type I hood with a fire suppression system).
2. Deep fat cooking shall be located a minimum of twenty (20) feet from a tent, canopy, or membrane structure requiring a flame certification and ten (10) feet from food booths and cooking tents, not requiring a flame certification.
3. One (1) 1.5 gallon (minimum size) accessible Class K portable fire extinguisher with a current SFM service tag is required for up to four fryers having a maximum cooking medium capacity of eighty (80) pounds each.
4. Open flame cooking devices and barbecues shall be located a minimum of twenty (20) feet from tents, canopies, or membrane structures requiring a flame certification and five (5) feet from food booths and cooking tents not requiring a flame certification.
5. Barbecue units shall be constantly attended while in use or until cool. A metal container with a metal lid shall be provided to deposit burning, glowing, or smoldering charcoal briquettes or wood chips. The covered, non-combustible container shall be located at least five (5) feet from combustible materials.

FOOD BOOTH OPERATIONS INVOLVING DEEP FAT FRYING

It should be recognized these provisions have been significantly modified to permit limited use of deep fat frying operations inside food booths. These modifications have been made conditionally for County Health Services and the

California Health and Safety Code requiring that deep fat frying operations be conducted within an approved fully enclosed booth.

It should be further recognized that deep fat frying operations inside booths and/or tents is potentially hazardous.

Food booths conducting deep fat frying operations shall comply with the following: Deep fat frying operations shall only be permitted in a minimum 20 x 20 foot booth. Booths, if formed by tents or canopies, shall be certified flame retardant and have attached California State Fire Marshal flame-retardant label.

Deep fat frying appliance(s) shall be located no closer than 3 feet to an exit.

Surfaces shall be kept clean of any residual grease build up.

Booths where deep fat frying operations are being performed require one type **“K” rated** portable fire extinguisher.

Two exits are required from food booths with deep fat frying operations and shall be located at opposite ends of the booth. Both exits may exit out the backside of booth.

Deep fat frying operations is limited to a maximum of 10 gallons of cooking grease.

USE OF FLAMMABLE GAS:

1. The maximum amount of propane and the maximum number of storage cylinders allowed on-site shall be based on the following sizes of the food booth and the adjoining cooking areas: a.) A maximum of twenty (20) gallons of propane is allowed per location if a vendor is provided with space for a 10' x 10' food booth and a 10' x 10' cooking area located at the rear of the booth. No more than four (4) cylinders are allowed on-site. The maximum cylinder size shall not exceed ten (10) gallons unless approved by the Fire Prevention Bureau. b.) A maximum of forty (40) gallons of propane is allowed per location if a vendor is provided with space for a 10' x 20' food booth and a 10' x 20' cooking area located at the rear of the booth. No more than two (2) cylinders are allowed on-site. The maximum cylinder size shall not exceed ten (10) gallons unless approved by the Fire Prevention Division.
2. Only D.O.T.-approved portable LP-gas, propane, natural gas, and butane cylinders shall be used. Cylinders shall be in good condition, properly labeled, and without dents or corrosion.
3. Flammable gas cylinders shall be located and stored outside of tents, canopies, membrane structures, and food booths. Unless listed to be installed as a component of the appliance (e.g. cassette fuel), gas cylinders shall be located a minimum of five (5) feet from cooking and heating appliances.
4. Cylinders shall be located in areas not accessible to the public and at least ten (10) feet from all structures, exits, and exit pathways.
5. Compressed gas cylinders shall be secured in the upright position and prevented from falling, tipping, and tampering. Plastic crates are recommended.
6. Flammable-gas-fueled appliances shall be equipped with a shut-off valve located on the storage cylinder and a shut-off valve located on the appliance.
7. An Underwriters Laboratories (UL)-approved pressure regulator shall be installed on the fuel supply hose between the storage cylinder and the appliance. The regulator shall be installed as close as possible to the storage cylinder.
8. Cooking and heating appliances, hoses, and connectors shall be approved for use with its type of fuel source. Appliance handles, knobs, and control valves shall be in good working condition. Faulty cooking appliances, hoses, valves, and connectors shall be removed from service immediately.
9. A leak test shall be performed on all pressurized flammable gas connections prior to using the cooking or heating appliance and after each changing of cylinders. Each vendor using pressurized flammable gas shall provide and maintain an on-site spray bottle filled with a soapy solution to perform leak tests.

10. Appliances and fuel supply shall be shut down immediately whenever there is an odor of LP-gas, natural gas, or butane gas. An inspection shall be performed to determine the source of the leak. If the origin of the leak cannot be determined, call 911 and request assistance from the Fire Department.

PORTABLE GENERATORS:

1. Portable generators with a gasoline fuel capacity of more than ten (10) gallons or a diesel fuel capacity of more than twenty-five (25) gallons require a separate Fire Department permit.
2. Portable generators shall be separated from tents, canopies, and membrane structures by a minimum of twenty (20) feet and shall be isolated from contact with the public by fencing, enclosure, or other approved means.
EXCEPTION: Portable generators with a gasoline fuel capacity of ten (10) gallons or less or a diesel fuel capacity of twenty-five (25) gallons or less may be located a minimum of ten (10) feet from food booths, exits and exit pathways, and shall be located in an area not accessible to the public.
3. Each generator shall be provided with one (1) visible and accessible 2-A:10-B:C (minimum size) portable fire extinguisher with a current SFM service tag.
4. Generators shall not be refueled during public hours of the event, unless it can be done safely and authorized by the Fire Prevention Bureau. Generators shall not be refueled when the engine is running or hot and shall be performed at least twenty (20) feet from tents, and membrane structures.
5. Storage of spare fuel shall be a minimum ten (10) feet from generators and secured from public access.

FIRE DEPARTMENT ACCESS:

1. All Fire Department emergency access lanes shall be maintained at a minimum of twenty (20) feet wide at all times during street fairs. Fire Department access lanes shall not be obstructed in any manner at any time.
2. A minimum five (5) foot clear space shall be maintained around the circumference of fire hydrants and FDC's (fire dept. sprinkler connections). A minimum access width of fifteen (15) feet shall be provided to the hydrant at all times.

Failure to comply with these requirements may result in not being permitted to operate.
Your cooperation is required to ensure that the highest level of life and fire safety is maintained.

I, _____, as the event organizer, understand the requirements and will ensure compliance with the regulations. I further understand and acknowledge that event set up and violations of the regulations set forth, will result in a cease and desist notice for the system process or use and/or revocation of the event permit, resulting in the event closure. Administrative fines may apply for non-compliance.

Signature

Date

TENTS AND CANOPIES – CHECKLIST

- Plans have been submitted and approved by Murrieta Fire & Rescue.
- Tent/Canopy location and layout are according to approved plans. Shall not be located within 20 feet of buildings, lot lines and vehicles.
- Fire extinguisher for general use located at exit and readily accessible, classification 2A:10B:C. If deep fat frying: one K-rated fire extinguisher. Must be certified within one (1) year.
- Cooking and heating equipment shall not be located within 10 feet of tents/canopies.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent/canopy.
- Generators shall not be located within 20 feet of tents/canopies.
- Tents where cooking is performed shall be separated from other tents or structures by a minimum of 20 feet.
- Compressed gas cylinders including propane, oxygen, helium or other are stored in an upright position and secured to prevent accidental tipping.
- Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents or membrane structures.
- Flammable liquid equipment shall not be used in tent or membrane structures.
- Occupant load sign shall be posted in conspicuous location. A permit is required to operate places of assembly (over 50 persons).
- Seating shall comply with California Fire Code Chapter 10 and the approved seating plan.
- Heating and Cooling equipment shall not be located within 10 feet of exits, aisles, passageways, or combustibles.
- Travel distance shall not exceed 100 feet to an exit.
- Exits shall be clearly marked. Exit signs (internally or externally illuminated) shall be installed with an occupant load of 50 or more.
- All tents, canopies or temporary membrane structures shall have a permanently affixed label from the Office of the State Fire Marshal stating the material used for the structure is flame retardant or a permanently affixed label and a Certificate of Flame Resistance by a California State Fire Marshal licensed applicator per CFC 2404.
- Other requirements may apply. Tents and temporary membrane structures shall comply with all applicable laws and regulation.

FOOD VENDOR REQUIREMENTS - CHECKLIST

- Fire extinguisher for general use located at exit and readily accessible.
- Classification 2A:10B:C – Must be certified within one (1) year.
- If deep fat frying: one K-rated fire extinguisher – Must be certified within one (1) year.
- Adequate exiting and escape pathways
- Proof of fire retardant and/or flame resistant fabric for tents, canopies, decorations, etc.
- Physical guards, fencing or enclosure around generators and solid fuel cooking.
- Compressed gas cylinders including propane, oxygen, helium, or other are stored in an upright position and secured to prevent accidental tipping. Plastic milk crates work best for smaller tanks.
- Good housekeeping
- Minimize tripping hazards
- Minimum distance requirements to adjacent tents and structures, cooking
- Electrical permit for temporary lighting
- Seating requirements when required
- No-smoking signs posted at the front of the booth and vendor smoking within tent or food booth area strictly prohibited.

Murrieta Fire & Rescue
Life & Fire Safety Division
Tent/Canopy Layouts

