



CITY OF PALM DESERT
Building & Safety
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Permit Application Requirements For Tents, Canopies and Membrane Structures



***“Tent”** a structure, enclosure or shelter constructed of fabric or pliable material supported by any manner except by air or the contents it protects and shall not be used for more than a period of 180 days.

Permits are required for all tents and membrane structures that exceed 200 square feet (19 m²) and canopies that exceed 400 square feet (37 m²) in area.

NOTE: This is a general list of **requirements**. More information may be required as each project is individually evaluated. When such a request is made, the application can progress only after the necessary information is received.

- Completed Temporary Use Permit Application attached.
- Site plan showing all structures, address Disabled Access requirements for parking, restrooms and seating.
- The following conditions must be met based on the 2007 California Building Code and California Fire Code:
 1. Temporary tents and canopies and their appurtenances shall be adequately braced and anchored to prevent weather related collapse. Documentation of structural stability shall be furnished to the Building Official. CBC Sec. 3105E
 2. The sidewalls, drops and tops of temporary tents and canopies shall be composed of flame-resistant material or shall be treated with a flame-retardant in an approved manner.
 3. Temporary tents or canopies shall have a permanently affixed label bearing the following information:
 - a. Identification of temporary tent or canopy, size and fabric or material type.
 - b. For flame-resistant materials, the necessary information to determine compliance with this article (Article 32) or Section 1103 as applicable.

- c. For flame-retardant-treated materials, the date that the temporary tent or canopy and other combustible materials were last treated with an approved flame retardant.
 - d. The trade name and type of flame retardant utilized in the flame-retardant treatment.
 - e. The name of the person and firm that applied the flame retardant.
- Floor plan of the tent delineating the following requirements of Article 32:
 - 1. Portable Fire Extinguishers to be located per the Fire Marshal prior to occupancy.
 - 2. Seating arrangement plan (if applicable)
 - 3. Delineate the location of any heating, cooking equipment on the floor plan. Tents containing cooking equipment shall be located a minimum of 20 feet from other tents membrane structures or canopies.
 - 4. Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet from a temporary membrane structures, tents or canopies
 - 5. Delineate the exits (2 required if occupant load is 10 to 199, 3 required if occupant load is 200-499)
 - 6. Exit signs when occupant load is 50 or more (illuminated if occupant load is more than 100)
 - 7. Exits in tents are required to be a minimum of 72 inches in width per exit.
- Electrical permit required for all portable generators.
- Applications that include bleachers, grandstands and stages must provide:

Calculation or certification from a structural, civil, or other qualified registered engineer may be required. The structure of the bleachers shall be sufficient to support the proposed loads.

Provide an exiting plan showing location, width, and configuration of exits. A plan indicating location of handicapped access seating. State accessibility laws require that wheelchair areas shall be an integral part of any seating plan, and shall be arranged so as to provide persons with disabilities a choice of admission prices and lines of sight comparable to those of the general public. At least one companion seat shall be provided next to each wheelchair seating space. The number of spaces shall be 1 space for up to 26 persons, 2 up to 50, 4 up to 300, 6 up to 500, and one additional space for each fraction of 100 people over 500 people.