



CITY OF PALM DESERT

Building & Safety Department

73-510 Fred Waring, Palm Desert, CA (760) 776-6420

TEMPORARY TENTS, CANOPIES, MEMBRANE STRUCTURES, BLEACHERS, PLATFORMS AND STAGES

“Tent” A structure, enclosure or shelter, with or without side-walls or drops, 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 temporary tents and membrane structures that exceed 400 square feet (19 m2) in area. Any temporary structure greater than 120 square feet intended to be used to gather 10 or more persons.

This is a general list of **required** information to be submitted. Plan check may be required on a case by case basis. Allow 10-15 working days for plan check. More information may be required as each project is individually evaluated. Submit the following:

- Completed Temporary Use Permit Application from Planning Department
- (3) Site plans (11x17 minimum 24x36 maximum) showing all structures, address Disabled Access requirements for parking, temporary restrooms (1 accessible at each location)
- (3) Floor Plans
- Fire Rating of Tent

The following conditions must be met based on the 2019 California Building Code and California Fire Code:

- Temporary tents and membrane structures and their appurtenances shall be adequately braced and anchored to prevent weather related collapse. A report shall be provided to minimally state that in the engineer’s professional opinion, the tent is designed to withstand expected forces and climate conditions including a minimum wind force of 110 mph, 3 second gust. The report shall be signed and stamped with the engineer’s professional seal.
- The sidewalls, drops and tops of temporary tents and membrane structures shall be composed of flame-resistant material or shall be treated with a flame-retardant in an approved manner.
- Tent certification shall be submitted with this application and a copy retained on the premises.
- Temporary tents or membrane structures shall have a permanently affixed label bearing the following information:
 - Identification of temporary tent or membrane structure, size and fabric or material type.
 - For flame-resistant materials, the necessary information to determine compliance with this chapter (Chapter 31) or Section 304 as applicable.
 - For flame-retardant-treated materials, the date that the temporary tent or membrane structure and other combustible materials were last treated with an approved flame retardant.
 - The trade name and type of flame retardant utilized in the flame-retardant treatment.
 - The name of the person and firm that applied the flame retardant.
- No combustible materials shall not be located within any tents. “No Smoking” signs shall be posted at all tent openings.
- Detail use, location and amount of LPG and flammable and combustible liquids shall be provided.

Site plan: clearly showing location

Floor plan of the tent delineating the following requirements of Chapter 31:

- Portable Fire Extinguishers to be located per the Fire Marshal prior to occupancy.
- Seating arrangement plan (if applicable)
- 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 or membrane structures.
- Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet from a temporary membrane structures and tents.
- Delineate the exits (2 required if occupant load is 10 to 199, 3 required if occupant load is 200-499)
- Exit signs when occupant load is 50 or more (illuminated if occupant load is more than 100)
- Exits in tents are required to be a minimum of 72 inches in width per exit.
- Canopies- tents with no side can have a maximum size of 700 square feet or aggregate area of multiple tents (with no sides) placed side by side without a fire break clearance of 12 feet cannot exceeding 700 square feet total. Temporary stage canopies in excess of 400 square feet.
- All tents shall be 20 feet from lot lines, building, other tents or membrane structures, parked vehicles or internal combustion engines. If tent(s) will not be separated from the building for the 4 requirements that need to be met. Tents with no sides (canopies) have a minimum clearance of 12 feet to all structure and other tents.

Electrical permit required for all portable generators:

- Show locations of temporary generators and fuel storage if applicable that are onsite. Generators must be at least 20 ft. from tents/membrane structures and shall be isolated from contact with the public by fencing, enclosure or other approved means. CFC Section 3104.19. (See Temporary Generator for Special Events handout for requirements)

Applications that include bleachers, grandstands and stages must provide:

- Calculation or certification from a structural, civil, or other qualified registered engineer may is required. The structure of the bleachers shall be sufficient to support the proposed loads.
- Provide an exit plan showing location, width, and configuration of exits.
- Provide a plan indicating location of handicapped accessible 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 25 persons, 2 up to 50, 4 up to 150, 6 up to 500, and one additional space for each fraction of 100 people over 500 people. CBC 11B-221
- Elevated temporary platforms/stages are required to be accessible via a lift or ramp. Provide complete details on the plans. CBC 11B-201.3

Note: The City of Palm Desert has no jurisdiction with respect to the setup and operation of Carnival Rides. Please contact the California Department of Industrial Relations, as they are the jurisdiction having authority. A copy of the permit will be required before the TUP is approved by the Department of Building and Safety. See link below:

<https://www.dir.ca.gov/dosh/AROffices.htm>