



CITY OF ENCINITAS
Fire Prevention Division
505 S. Vulcan Ave
Encinitas, CA 92024
www.encinitasca.gov
Phone: 760-633-2820
fireprevention@encinitasca.gov

TENT OR CANOPY PERMIT FEES & INFORMATION

An operational permit is required for air-supported temporary membrane structure or a tent having an area in excess of 400 square feet. California Fire Code (CFC) 105.7.16. Application must be submitted prior to erecting tent or canopy. **A structure or tent less than 400 square feet does not require a permit.**

Approved permits are not transferable to another location.

All fees associated with this permit are non-refundable.

Fees:

Application Fee:	\$63
Business Registration	Must have a current business registration with the City

Documentation Required:

- **Business Registration** - If your business is not registered with the City, please complete a Business Registration application online using Customer Self Service (CSS). Business Registration is a separate process and can be applied for concurrently with this permit.
- **Certificate of Flame Resistance** – for tent or canopy. Issued by State Fire Marshal.
- **Floor Plan** - all tables, chairs and other items under tent(s) should be indicated on floor plan. Include location of exit signs, extinguisher placement, and occupant load.
- **Site Plan** - identify address, APN, zoning, property boundaries and location of adjacent road(s) including ingress/egress to the site, proposed location of sales inventory, existing and proposed locations of structures/improvements (such as tents, power, vehicular parking and drive isles, and restroom locations), dimensions of structures/improvements, and whether structures/improvements are temporary or permanent in nature. Restrooms and parking improvements must be ADA compliant.

Please allow a minimum of 3 business days to process this permit.