



## **Summary of Procedure**

1. Submit application, copy of site plan (see page 4 for example), and copies of Certificate(s) of Flame Resistance to [Inspection.Services@sbcfire.com](mailto:Inspection.Services@sbcfire.com). If you do not have access to email, please mail to  

Santa Barbara County Fire Department  
Attn: Inspection Services  
4410 Cathedral Oaks Rd  
Santa Barbara, CA 93110
2. Your application will be reviewed for completeness. Record a site inspection request date and time on your application in the space provided. An inspector will be in contact to verify inspection time and/or clarify details.
3. After a successful inspection is conducted, temporary approval will be granted.
4. The cost of each Tent Permit is \$137.00. Extra fees may be applicable depending on scope and time of inspection.
  - o An invoice for the permit fee will be mailed to the billing address on the application after the site inspection insures compliance to California Fire Code requirements.
  - o Payments in the form of a check may also be paper-mailed ahead of time/with the application.

*NOTE: Failure to make timely payment for a permit may result in your company not being able to obtain future permits.*

### **When is a tent permit required?**

- **Area of tent is 400 sq. ft. or greater with any walls.**
- **Area of tent is 700 sq. ft. or greater with no walls.**
- **Area of multiple tents exceeds 700 sq. ft.**
- **Any tents within 20 ft. of structures.**



**SANTA BARBARA COUNTY FIRE DEPARTMENT**  
**FIRE PREVENTION DIVISION**  
**INSPECTION SERVICES**  
**TELEPHONE: (805) 686-5077 | EMAIL: INSPECTION.SERVICES@SBCFIRE.COM**



**Event Details**

Name/Type of Event		
Date(s) of Event		
Address/Exact Location of Event		
Name of Event Host	Event Host Phone Number	
Event Host Email Address		
Name of Site Contact (Tent Company)	Site Contact Phone Number	
Installation/Removal Date(s)	Set Up	Take Down
Requested Site Inspection	Date	Approximate Time

**Applicant Information**

Applicant/Tent Company Name		
Email Address		
Billing Address		
Business Phone Number	Cell Phone Number	

**Tent Information**

Quantity	Size (ft. x ft.)	# of Sides
Air Supported Tents?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Quantity	Size (ft. x ft.)	



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Decorations Inside Tent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lighting Installed Inside Tent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Heating Installed Inside Tent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cooking Appliance to be Used in Tent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Explain Equipment to be Used for Heating/Cooking Appliances		
Explain Types and Quantities of Fuel		

**Safety Items (Please Specify Amounts)**

Fire Extinguishers	No Smoking Signs	Occupancy Load	Distance from Building

**Required Attachments**

- Site Map:** Detail event/tent layout, immediate surroundings (buildings, roads), and where fire safety items will be placed.
- Copies of Certificate(s) of Flame Resistance.**

**Email Completed Application to:**  
[INSPECTION.SERVICES@SBCFIRE.COM](mailto:INSPECTION.SERVICES@SBCFIRE.COM)

**or Mail Completed Application to:**  
SANTA BARBARA COUNTY FIRE ATTN: INSPECTION SERVICES  
4410 CATHEDRAL OAKS RD, SANTA BARBARA, CA 93110

**Telephone: (805) 686-5077 ; Fax: (805) 686-5071**



## Site Map Example

