



Sacramento Metropolitan Fire District

Community Risk Reduction Division www.metrofire.ca.gov

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CARNIVALS, FAIRS, SPECIAL EVENTS & TEMPORARY MEMBRANE STRUCTURES (TENTS / CANOPIES)

Is My Event Required to Have A Permit?

When an applicant proposes a carnival, fair, special event, or use of a temporary membrane structure (tent/canopy) within the jurisdiction of Sac Metro Fire, the applicant must submit the required construction documents along with a completed application for approval **prior to the event or use**. The required construction documentation, application, and fees shall be submitted at least 2 weeks prior to the event. Submittals received less than 2 weeks before the event or use, shall incur an additional over-the-counter fee of \$152.

Tent and membrane structures requiring a permit are as follows:

1. Tents and membrane structures having an area in excess of 400 sq. ft. shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official (2022 CFC Section 3103.2).
2. **Exceptions:** Tents open on all sides that comply with all of the following:
 - a. Individual tents having a maximum size of 700 sq. ft.
 - b. Aggregate area of multiple tents placed side by side without a fire break clearance of 12 ft., not exceeding 700 sq. ft. total.
 - c. Minimum clearance of 12 ft. to all structures and other tents (2022 CFC Section 3103.2).
3. Permits shall be required as set forth in the 2022 California Fire Code, Sections 105.6 and 105.7. The fee for special events that do not have a tent requiring a permit is \$913 plus an additional fee of \$30 for each food vendor tent using gas, electric, or propane for cooking or heating purposes (excludes food trucks).
4. Events with a tent/canopy in excess of 400 sq. ft. shall be charged as follows:
 - a. 401 - 1,499 sq. ft. = \$760
 - b. 1,500 - 2,999 sq. ft. = \$913
 - c. 3,000 - 5,999 sq. ft. = \$1,065
 - d. 6,000 sq. ft. or greater = \$1,217**Cumulative sq. ft. if there is more than one tent**
5. An additional overtime inspection fee of \$667 shall be applied to special events that require an inspection on a Saturday or Sunday, after hours, or on a holiday.