



Presidio Trust Fire Marshal's Office

1750 Lincoln Blvd. San Francisco, California 94129

Date: January 11, 2022

Revision: August 8, 2023

Standard: SES-001

Title: Application for Temporary Tents, Canopies, and Membrane Structures

Approved By: Tomas Kaselionis

SCOPE

Permit requirements for specific activities, operations, practices, or functions shall meet the following code requirements:

- [National Fire Protection Association, NFPA 1, Fire Code](#)

1. APPLICATION REQUIRED

- 1.1. A completed permit application ([Exhibit B](#)) is required to process your permit. Failure to accurately complete this application will delay the processing of your permit.
 - a. Permit Applications for [Temporary Tents, Canopies, and Membrane Structures](#) may be found on Presidio Trust SharePoint.
 - b. Submit your completed permit application at least 14 days in advance.
- 1.2. **NO PERMIT WILL BE ISSUED WITHOUT A COMPLETED PERMIT APPLICATION AND ANY REQUIRED SUBMITTALS.**

2. REQUIRED SUBMITTALS

- 2.1. Please submit plans following the Presidio Trust [Standard for Tent and Awning- SES-002](#), with this permit application. **List the tents and the square footage in Box 15 of 'Comments.'**

3. INSPECTIONS REQUIRED

- 3.1 Although a pre-event inspection may not be required, the permitted location is subject to inspection at any time during the period specified in the permit. A member of the Presidio Trust Fire Marshal's Office, Fire Department, Park Police, Presidio Trust Building Permitting Department, or Health & Safety Department may make inspections.

4. RETENTION OF PERMIT

- 4.1 Permits must be always kept on site for the duration of the permit. Permits are always subject to inspection by a member of the Presidio Fire Marshal's Office, Fire Department, Park Police, or any other Presidio Trust official.

5. INSTRUCTIONS FOR COMPLETING UNIFORM FIRE CODE PERMIT APPLICATION

- 5.1 FAILURE TO ACCURATELY COMPLETE THIS APPLICATION WILL DELAY THE PROCESSING OF YOUR PERMIT.
 - 1) Today's Date: The date (MM/DD/YYYY) the permit application is filled out.
 - 2) Requested Start Date & Time: The date (MM/DD/YYYY) and time (HH:MM) the permitted activity will begin.
 - 3) Requested End Date & Time: The date (MM/DD/YYYY) and time (HH:MM) the permitted activity will conclude.

- 4) Permitted Address: Building number and street name of the location where the permitted activity will take place.
 - 5) Planning District: The Presidio Trust Planning District where the permitted activity will take place (See [Exhibit A](#): Planning District Map).
 - 6) Location/Work Area: Any associated room number, area, or other location if needed to describe the location.
 - 7) Permit Holder Name (first, last): Your name, or the name of the person responsible for the permitted activity.
 - 8) Permit Holder Company: Company, organization, or business name of the entity conducting the permitted activity.
 - 9) Permit Holder Phone: Telephone number for the person listed in Block 7.
 - 10) Permit Holder Fax: Fax number (if applicable) for the entity listed in Block 8.
 - 11) Permit Holder Address: Physical or mailing address of the entity listed in Block 8.
 - 12) Permit Holder Email Address: Email address of the person listed in Block 7, or the entity listed in Block 8.
 - 13) Reserved.
 - 14) Building Permit Number: File number issued by the Presidio Trust Building Permitting Department for construction projects.
 - 15) Comments/Other Information: Provide any other comments or information specific to the permitted activity.
 - 16) Signature of the person completing permit application form.
 - 17) Presidio Trust Event Coordinator: Name of the Event Coordinator assigned to your event.
- 5.2 For submittal information please phone Christie Schantz 415-561-5447. Complete all requested information and submit via email to the Presidio Special Events Office: cshantz@presidiotrust.gov .
- 5.3 Planning District Map, [Exhibit A](#) (see below).

EXHIBIT A

PLANNING DISTRICT MAP

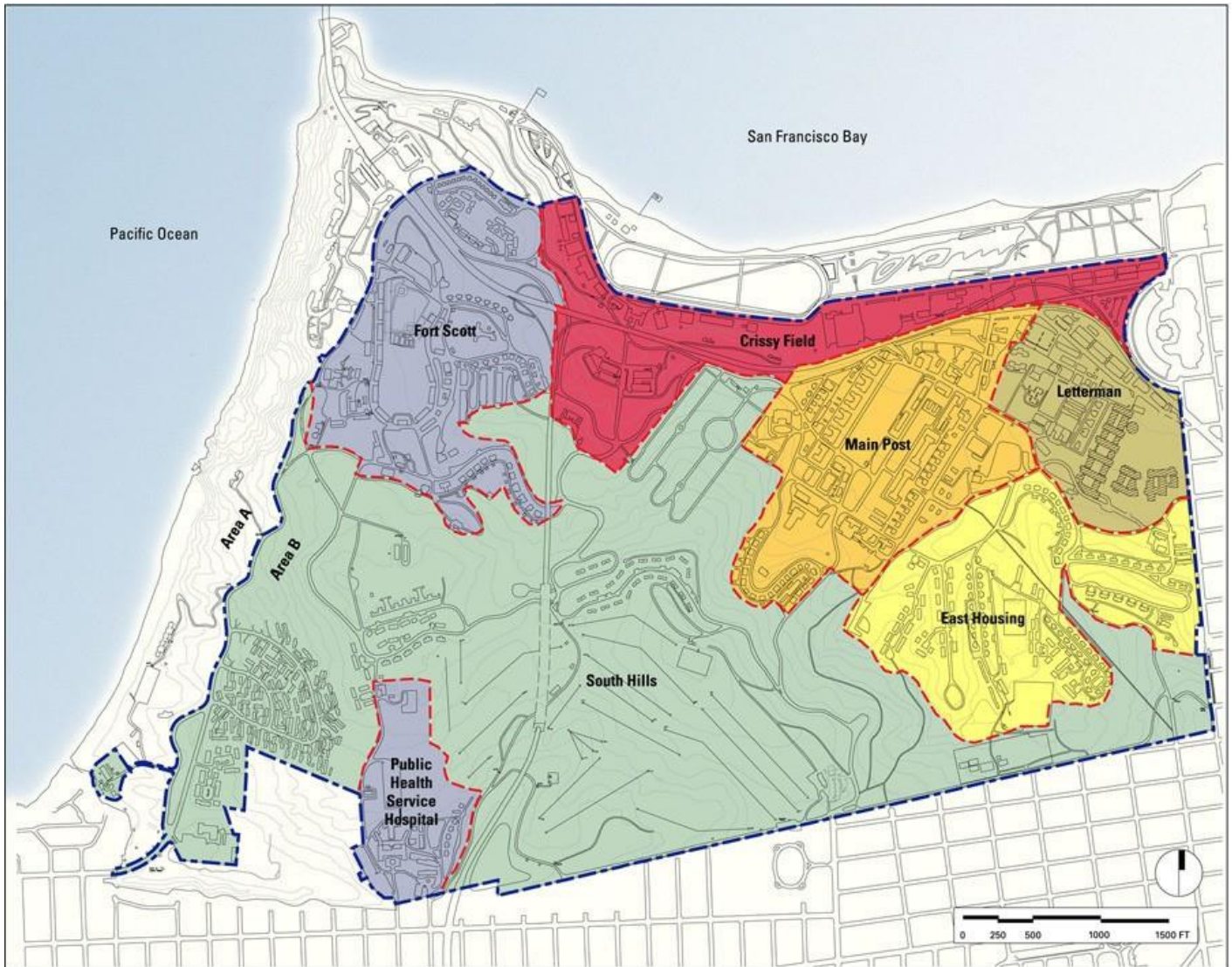


EXHIBIT B



Presidio Trust Fire Marshal's Office

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FIRE CODE PERMIT APPLICATION FOR THE TEMPORARY USE OF TENTS, CANOPIES, AND MEMBRANE STRUCTURES

In accordance with National Fire Protection Association (NFPA) Standards, I/We submit this application for the following permit as allowed in Section 1.12.1 and Section 1.12.6 of NFPA 1, more commonly known as the Fire Code.

Permit Category: Activity Permit	Permit Type: Temporary Tents, Canopies & Membrane Structures	1. Today's Date:
2. Requested Start Date & Time:	3. Requested End Date & Time:	4. Permitted Address:
5. Planning District: --- Area ---	6. Location/Work Area:	7. Permit Holder Name:
8. Permit Holder Company:	9. Permit Holder Phone:	10. Permit Holder FAX:
11. Permit Holder Address:	12. Permit Holder Email Address:	14. Building Permit Number: <i>(if applicable)</i>
15. Comments/Other Information:		
16. Requested by (signature):	17. Presidio Trust Event Coordinator:	