



# Presidio Trust Fire Marshal's Office

1750 Lincoln Blvd. San Francisco, California 94129

Date: January 6, 2022

Revision: Feb 16, 2024

Standard: SES-003

Title: Special Events Permits for Leased Tenants

Approved By: Tomas Kaselionis

## **SCOPE:**

This standard will identify the procedures and cost to submit a request for Special Events Permits for Leased Tenants in Area B for the Presidio Trust. Permits shall meet the following code requirements:

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

## **1. PERMIT REQUEST FOR LEASED TENANTS**

- 1.1 If leased tenant does not have application for permit, they should contact the Presidio Fire Marshal office at [FirePrevention@presidiotrust.gov](mailto:FirePrevention@presidiotrust.gov)
- 1.2 Leased tenant will email Work Order Desk at [woservicecenter@presidiotrust.gov](mailto:woservicecenter@presidiotrust.gov) and request a work order for an appropriate Fire Permit
- 1.3 Work Order Desk will create work orders for each of the permits and input into Yardi.
- 1.4 Leased Tenant Vendor will complete the fire application form and send the form to Presidio Fire Marshal's Office at [FirePrevention@presidiotrust.gov](mailto:FirePrevention@presidiotrust.gov)
- 1.5 Tent submittal shall meet all requirements in (Presidio Trust Tent and Awning Standard) SES-002.
- 1.6 Presidio Fire Marshal office will review the submittal and approve or deny request.
- 1.7 If approved Presidio Fire Marshal office will send a Fire Permit to the lease tenant.
- 1.8 If required, Presidio Fire Marshal office will set up an inspection with the lease tenant.
- 1.9 Lease tenant shall keep the Fire Permit onsite during their event.
- 1.10 Work Order Desk would then bill leased client the appropriate fire permit charge – See [Fee Schedule](#) Below.

## **2. FIRE CODE PERMITS WOULD BE REQUIRED FOR ANY OF THE FOLLOWING**

- 2.1 Portable Cooking Appliances (Where food is being cooked or heated on site)
- 2.2 Portable Heating Appliances (Box heaters, mushroom heater, etc.)
- 2.3 Portable Electrical Generators (Towed in, 20 KW or larger)
- 2.4 Mobile Food Facilities (Food trucks or carts)
- 2.5 Candles or Open Flame Devices
- 2.6 Hot Works (Welding, etc.)
- 2.7 Commercial Trade Show
- 2.8 Display of Aerial Fireworks
- 2.9 Outdoor Event, Carnival, and Fairs
- 2.10 Temporary Tents

**3. TEMPORARY TENT FEE \$75 PER TENT AND \$.25 PER SQUARE FOOT**

3.1 The temporary tent fee includes plan review, one (1) pre-site inspection (if necessary), one (1) inspection, and permit issuance. If it is a larger event and there are multiple permits, additional fees may be assessed by the Fire Marshal.

**4. ADDITIONAL INSPECTION FEE \$90**

4.1 If there are additional inspections needed the applicant will be charged \$90 per hour.

**5. ALL OTHER PERMITS (NOT INCLUDING TENTS) FEES \$75 PER PERMIT**

5.1 All Fire Code permits will be \$75 per permit. Mobile food trucks will require a permit for each truck. The Fire Marshal reserves the right to reassess the fee for any special event depending on the size and the complexity of the event.