	Presidio Trust **Fire Marshal's Office** *1750 Lincoln Blvd. San Francisco, California 94129*	**Date**: January 11, 2022 **Revision**: Sept 24, 2026 **Standard**: ***SES-001***
Title: **Application for Temporary Tents, Canopies, and Membrane Structures**		**Approved By**: *Randy Amores*

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 in non-leased areas 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 For Tenants submitting in their leased areas complete all requested information and submit via email to the Presidio Fire Marshal's office at: Fireprevention@presidiotrust.gov

5.4 Planning District Map, Exhibit A (see below).

EXHIBIT A

PLANNING DISTRICT MAP

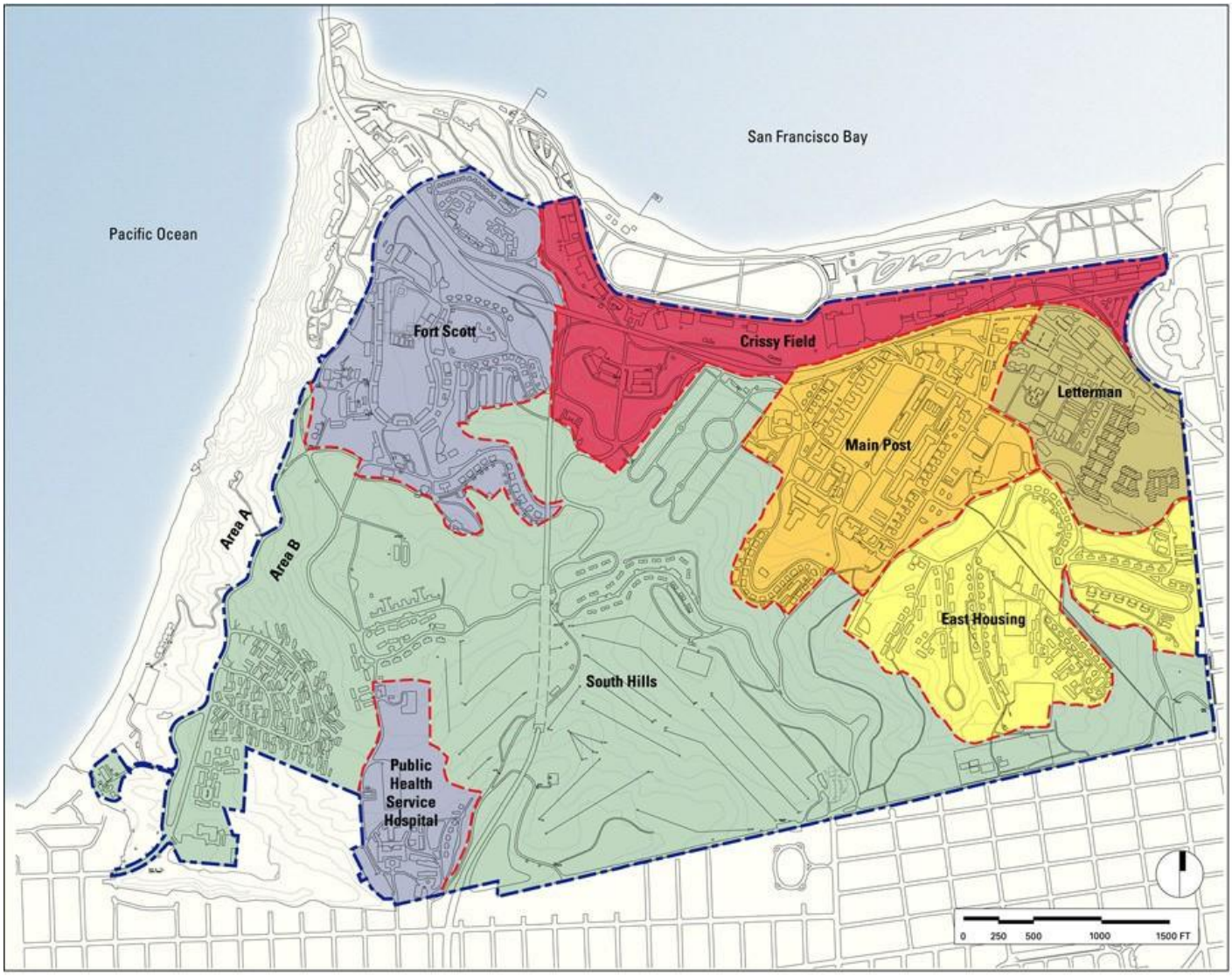


EXHIBIT B

Presidio Trust
Fire Marshal's Office

1750 Lincoln Blvd. San Francisco, California 94129

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:** *(if applicable)*
15. Comments/Other Information:		
16. Requested by (signature):	**17. Presidio Trust Event Coordinator:**	