	Presidio Trust **Fire Marshal's Office** *1750 Lincoln Blvd. San Francisco, California 94129*	**Date**: January 6, 2022 **Revision**: Sept 24, 2026 **Standard**: ***SES-003***
Title: **Special Events Permits for Leased Tenants**	**Approved By**: *Randy Amores*	

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

1.2 Leased tenant will email Work Order Desk at 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

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 Arial Fireworks

2.9 Outdoor Event, Carnival, and Fairs

2.10 Temporary Tents

3. TEMPORARY TENT FEE $300 PER TENT AND $.30 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 $200

4.1 If there are additional inspections needed the applicant will be charged $200 per hour.

5. ALL OTHER PERMITS (NOT INCLUDING TENTS & FOOD TRUCKS) FEES $150 PER PERMIT

5.1 All Fire Code permits will be $150 per permit. Mobile food trucks are $75 per permit and 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.