



# City of El Segundo

## Building Safety Division

### TEMPORARY TENT/CANOPY

Types of permits required: **TENTS IN EXCESS OF 400 SQ. FT., Canopies with all sides open in excess of 700 sq. ft. with a minimum 12' to all structures and other tents- see note below. Sec 2403.2 California Fire Code:**

NOTE: Canopies that have overlapping areas, not open to the sky in a vertical plane, shall be considered one area.

- Fire Department, Bldg Safety – Fire Dept permit required
- Temporary Use Permit and or Amplified Sound Permit from the Planning Department may also be required.

**SUBMITTAL REQUIREMENTS:** *please check off if provided*

	YES	NO
• Date the tent/canopy will be set-up	<input type="checkbox"/>	<input type="checkbox"/>
• Date the tent/canopy will be taken down	<input type="checkbox"/>	<input type="checkbox"/>
• Exact size of the tent, and exiting floor plan (dimensioned - showing tables and/or chairs)	<input type="checkbox"/>	<input type="checkbox"/>
• Plot Plan showing the distance from property lines, use, and occupancy.	<input type="checkbox"/>	<input type="checkbox"/>
• Anchoring details and tie down specifications.	<input type="checkbox"/>	<input type="checkbox"/>
• Disabled access requirements – including path of travel, and restroom facilities	<input type="checkbox"/>	<input type="checkbox"/>
• Portable restroom facilities	<input type="checkbox"/>	<input type="checkbox"/>
• Complying with disabled access req.'s	<input type="checkbox"/>	<input type="checkbox"/>
• <i>Calculations, or Structural Observation letter stamped and signed by a California licensed Engineer or Architect, may be required, as per sec 3105E</i>		
• <i>*Electrical permit required for temp. power pole or generator</i>		
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**PERMIT ISSUANCE REQUIREMENTS:**

Electrical Permits will be issued to licensed contractors or agents for the owner of property. If issued to an agent for the owner an authorization letter from the owner will be required. 2-sets of plans.

I, \_\_\_\_\_(applicant's name), do hereby agree to provide the information shown above on the site, and if required, the structural observation letter will be on the site 24 hrs before the event.

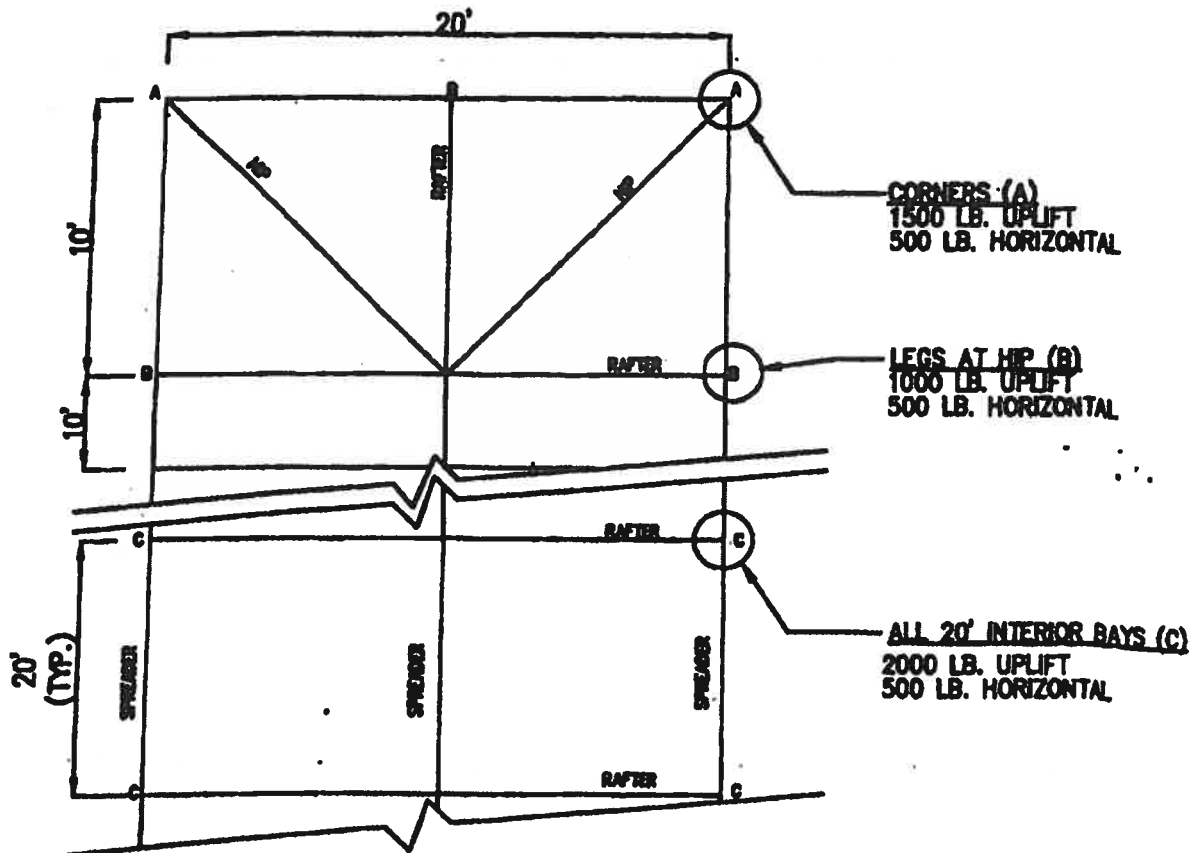
\_\_\_\_\_(applicant's signature), \_\_\_\_\_ (date)

Below are standard details for varying size tents.

The following notes apply to all tents:

- Provide 1 guy tie down at each leg and 2 at corner legs
- Each guy to be installed at 45 degrees from horizontal
- Develop all loads through approved staking methods
- Guy tie downs minimum breaking strength = 12,000 lb.
- Horizontal load resisted at CLM stakes
- Vertical load resisted at 45 degree angle by guy stakes
- Provide 1 / 4 inch cable cross bracing at rafter / spreader, at each end per gable type set up, and every 100 ft as length (hip or gable) required
- Tent not to be located near slope area
- Maximum 50 lb. point load or 4 lb. per foot at each rafter

## Small tent (20 ft wide)



### NOTES:

PROVIDE 1 GUY TIE DOWN @ EACH LEG AND 2 @ CORNER LEGS  
EACH GUY TO BE INSTALLED @ 45° FROM HORIZONTAL

DEVELOP ALL LOADS THROUGH APPROVED STAKING METHODS

GUY TIE DOWNS MINIMUM BREAKING STRENGTH = 12,000 LB.

HORIZONTAL LOAD RESISTED @ CLM STAKES

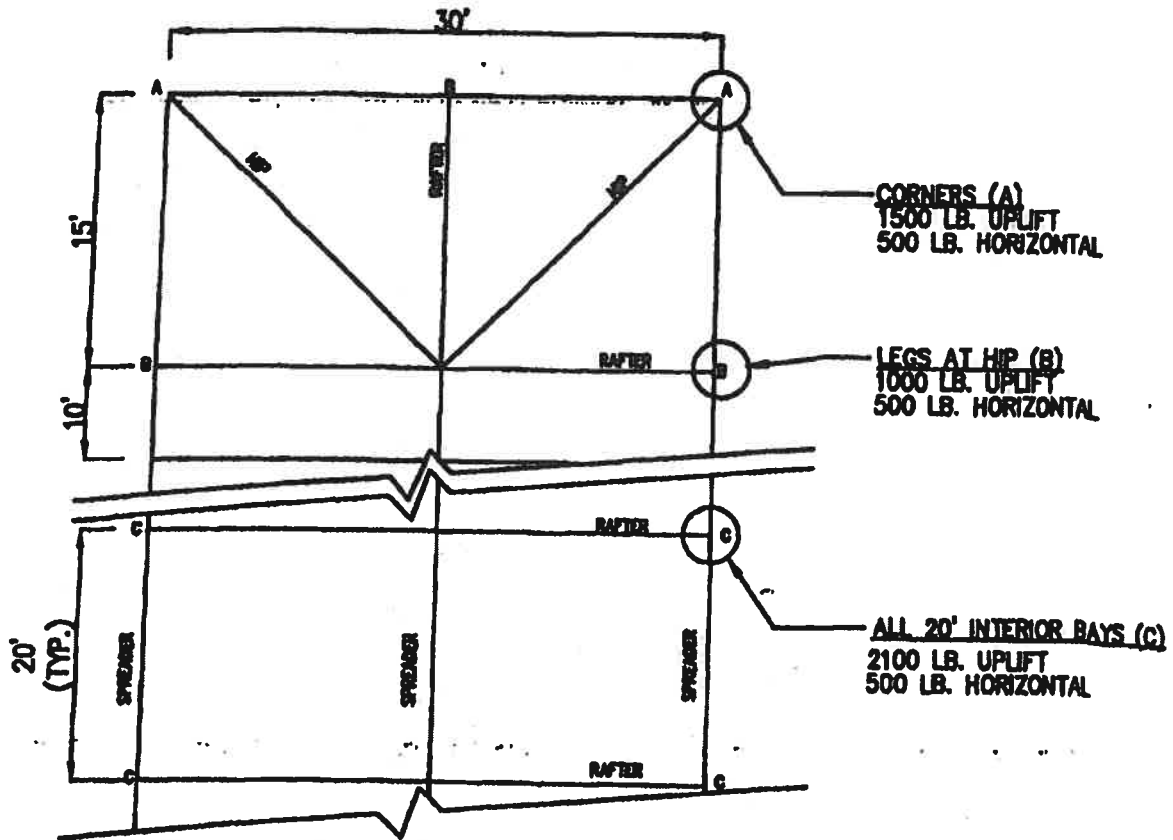
VERTICAL LOAD RESISTED @ 45° ANGLE BY GUY STAKES

PROVIDE 1/4" CABLE CROSS BRACING @ RAFTER/SPREADER, @ EA END  
PER GABLE TYPE SET UP, & EVERY 100' AS LENGTH (HIP OR GABLE) REQ.

TENT NOT TO BE LOCATED NEAR UPBRUPT CHANGES IN TOPOGRAPH  
TEMPORARY INSTALLATION ONLY (I = 0.52)

MAXIMUM 50 LB. POINT LOAD OR 4 LB. PER FOOT @ EACH RAFTER

## Medium size tent (30 ft wide)



### NOTES:

PROVIDE 1 GUY TIE DOWN @ EACH LEG AND 2 @ CORNER LEGS  
EACH GUY TO BE INSTALLED @ 45° FROM HORIZONTAL

DEVELOP ALL LOADS THROUGH APPROVED STAKING METHODS

GUY TIE DOWNS MINIMUM BREAKING STRENGTH = 12,000 LB.

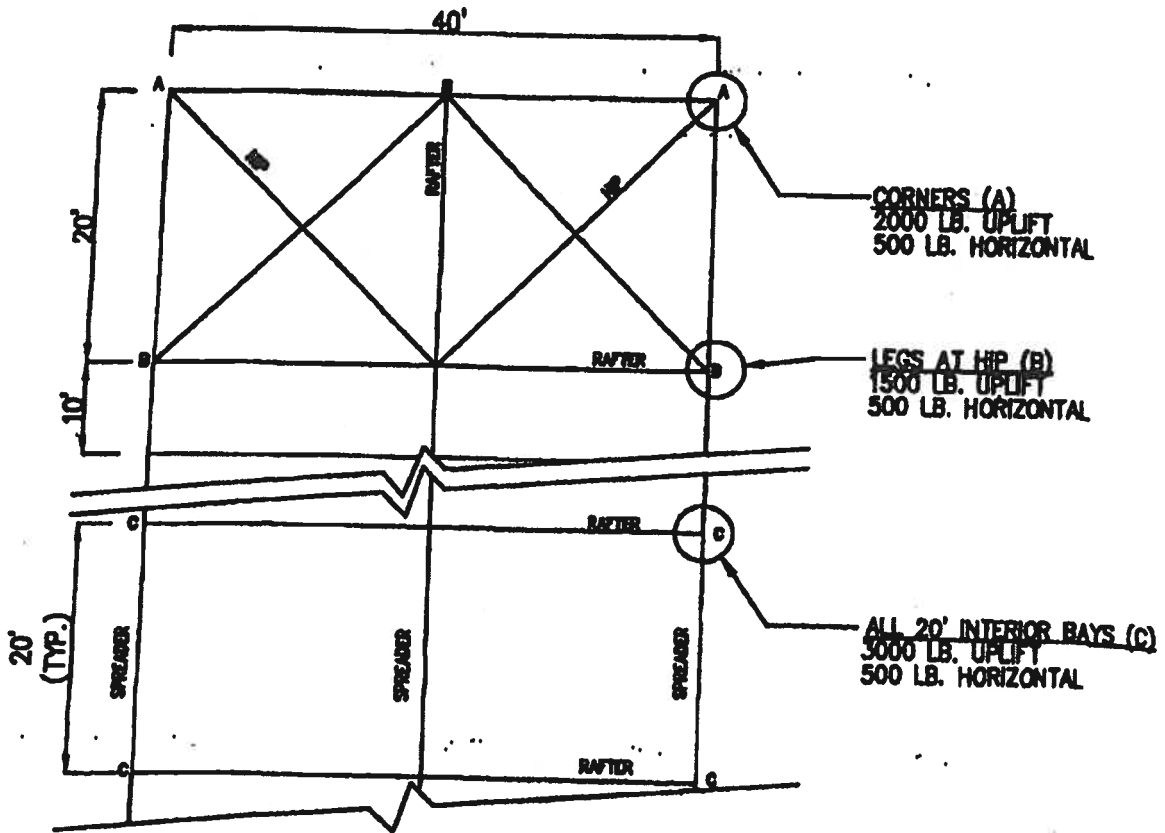
HORIZONTAL LOAD RESISTED @ CLM STAKES  
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PROVIDE 1/4" CABLE CROSS BRACING @ RAFTER/SPREADER, @ EA END  
PER GABLE TYPE SET UP, & EVERY 100' AS LENGTH (HIP OR GABLE) REQ.

TENT NOT TO BE LOCATED NEAR UPBRUPT CHANGES IN TOPOGRAPHY  
TEMPORARY INSTALLATION ONLY ( $i = 0.52$ )

MAXIMUM 50 LB. POINT LOAD OR 4 LB. PER FOOT @ EACH RAFTER

## Large size tent (40 ft wide)



### NOTES:

PROVIDE 1 GUY TIE DOWN @ EACH LEG AND 2 @ CORNER LEGS  
EACH GUY TO BE INSTALLED @ 45° FROM HORIZONTAL

DEVELOP ALL LOADS THROUGH APPROVED STAKING METHODS

GUY TIE DOWNS MINIMUM BREAKING STRENGTH = 12,000 LB.

HORIZONTAL LOAD RESISTED @ CLM STAKES  
VERTICAL LOAD RESISTED @ 45° ANGLE BY GUY STAKES

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TEMPORARY INSTALLATION, ONLY (I = 0.52)

MAXIMUM 50 LB. POINT LOAD OR 4 LB. PER FOOT @ EACH RAFTER



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### **EL SEGUNDO POLICY FOR TEMPORARY TENTS**

**SUBJECT:** Detailing of temporary tent structures

We will accept the attached loading criteria, in lieu of calculations signed by a licensed Engineer or Architect.

Randy Kina  
Senior Plan Check Engineer  
El Segundo Bldg. and Safety