



MONTEREY PARK FIRE DEPARTMENT

320 W. Newmark Ave., Monterey Park, CA 91754

Phone (626) 307-1308

fireprevention@montereyark.ca.gov

TENT, CANOPY AND TEMPORARY MEMBRANE STRUCTURES SPECIFICATIONS & REQUIREMENTS

Tents over 400 square feet, canopies over 700 square feet or multiple tents placed side by side with an aggregate of 700 square feet and without a fire setback clearance of 12 feet requires a permit from Monterey Park Fire Department prior to installation. Please provide the permit application, business license, flame retardant certificate, payment made payable to the City of Monterey Park and a diagram listing the following:

Diagram specifying the following:

1. Location of tent/canopies - which shall not be located within 20 feet of property lines, buildings, other tents or membrane structures, parked vehicle or internal combustion engines unless otherwise approved by Monterey Park Fire Prevention. For determining required distances, support ropes shall be considered as part of the membrane structure, tent or canopy.
2. Square footage of the tent/canopy.
3. Number of walls.
4. Location of any fire lanes or fire equipment.
5. Location of exits (including size, type and etc.).
6. Location of fire extinguishers (minimum 2A:10BC with current service tag).
7. Location of "No Smoking" signs.
8. Location of generator.
9. Location of cooking or heating equipment.
10. Location of chairs, tables, merchandise, decorative material and exhibits.
11. Aisle size and locations.

Permit Exceptions:

1. Tents used exclusively for recreation camping purposes.
2. Fabric canopies open on all sides which comply with all of the following:
 - 2.1 Individual canopies having a maximum size of 700 square feet.
 - 2.2 The aggregate area of multiple canopies placed side by side without a fire break, clearance of 12 feet, and not exceeding 700 square feet.
 - 2.3 A minimum clearance of 12 feet to all structure and other tents.

Decorative Materials:

All drapes, hangings, curtains, drops, tents, canopies, hay and all other decorative materials shall be approved flame retardant material. Proof of flame retardant process shall be provided.

Other Requirements:

- Barricades shall be easily movable in the event of an emergency. Fire hydrants and fire department connections shall not be obstructed by booth displays.
- Smoking shall not be permitted in tents or membrane structures. Approved NO SMOKING signs shall be conspicuously posted.
- Where liquid petroleum gas is used, LPG containers shall be 10 feet from tent /canopy unless approved by the Fire Department. Heating devices shall be kept a minimum of 10 feet from tent/canopy.
- All electrical wiring and appliances shall comply with National Electrical Code.
- A generator requires a permit from the City of Monterey Park Building Division.
- Tents, canopies and other temporary membrane structure must be adequately roped, braced, and anchored to withstand elements of weather against collapsing (Show anchor/bracing on diagram).
- Additional permits may be required from the City of Monterey Park Planning & Zoning Division at planning@montereypark.ca.gov or call (626) 307-1315 prior to approval from Monterey Park Fire Prevention.