



City of Palm Desert Special Event Guidelines Temporary Tents, Canopies, Membrane Structures, Bleachers, Platforms and Stages

Permits are required for all temporary tents and membrane structures that exceed 400 square feet (19 m²) in area.

“Tent” A structure, enclosure or shelter, with or without side-walls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents it protects, and shall not be used for more than a period of 180 days.

This is a general list of required information to be submitted. Plan check may be required on a case by case basis. Allow 10-15 working days for plan check. More information may be required as each project is individually evaluated. Submit the following:

- Completed Temporary Use Permit Application from Planning Department
- (3) Site plans (11x17 minimum 24x36 maximum) showing all structures, address Disabled Access requirements for parking, temporary restrooms (1 accessible at each location)
- (3) Floor Plans
- Fire Rating of Tent

The following conditions must be met based on the 2016 California Building Code and California Fire Code:

- Temporary tents and membrane structures and their appurtenances shall be adequately braced and anchored to prevent weather related collapse. A report shall be provided to minimally state that in the engineer’s professional opinion, the tent is designed to withstand expected forces and climate conditions including a minimum wind force of 110 mph, 3 second gust. The report shall be signed and stamped with the engineer’s professional seal.
- The sidewalls, drops and tops of temporary tents and membrane structures shall be composed of flame-resistant material or shall be treated with a flame-retardant in an approved manner.
- Temporary tents or membrane structures shall have a permanently affixed label bearing the following information:
 - Identification of temporary tent or membrane structure, size and fabric or material type.
 - For flame-resistant materials, the necessary information to determine compliance with this chapter (Chapter 31) or Section 304 as applicable.



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- For flame-retardant-treated materials, the date that the temporary tent or membrane structure and other combustible materials were last treated with an approved flame retardant.
- The trade name and type of flame retardant utilized in the flame-retardant treatment.
- The name of the person and firm that applied the flame retardant.

Floor plan of the tent delineating the following requirements of Chapter 31:

- Portable Fire Extinguishers to be located per the Fire Marshal prior to occupancy.
- Seating arrangement plan (if applicable)
- Delineate the location of any heating, cooking equipment on the floor plan. Tents containing cooking equipment shall be located a minimum of 20 feet from other tents or membrane structures.
- Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet from a temporary membrane structures and tents.
- Delineate the exits (2 required if occupant load is 10 to 199, 3 required if occupant load is 200-499)
- Exit signs when occupant load is 50 or more (illuminated if occupant load is more than 100)
- Exits in tents are required to be a minimum of 72 inches in width per exit.

Electrical permit required for all portable generators:

- Show locations of temporary generators and fuel storage if applicable that are onsite. Generators must be at least 20 ft. from tents/membrane structures and shall be isolated from contact with the public by fencing, enclosure or other approved means. CFC Section 3104.19. (See Temporary Generator for Special Events handout for requirements)

Applications that include bleachers, grandstands and stages must provide:

- Calculation or certification from a structural, civil, or other qualified registered engineer may is required. The structure of the bleachers shall be sufficient to support the proposed loads.
- Provide an exit plan showing location, width, and configuration of exits.
- Provide a plan indicating location of handicapped accessible seating. State accessibility laws require that wheelchair areas shall be an integral part of any seating plan, and shall be arranged so as to provide persons with disabilities a



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choice of admission prices and lines of sight comparable to those of the general public. At least one companion seat shall be provided next to each wheelchair seating space. The number of spaces shall be 1 space for up to 25 persons, 2 up to 50, 4 up to 150, 6 up to 500, and one additional space for each fraction of 100 people over 500 people. CBC 11B-221

- Elevated temporary platforms/stages are required to be accessible via a lift or ramp. Provide complete details on the plans. CBC 11B-201.3



City of Palm Desert Special Event Guidelines Temporary Generators

A temporary generator permit is required for the temporary installation of electric generators at special events, commercial and industrial facilities to ensure that the electrical installation meets the safety requirements of the California Electrical and Fire Code. A temporary generator permit is only valid for 90 days from the date of permit issuance as allowed by the California Electrical Code for temporary wiring (CEC 590.3(b)). After 90 days, the generator shall either be removed, the installation permitted on a permanent basis using permanent wiring methods or the temporary permit renewed.

The following is required for a permit:

1. Approval from Planning Department (TUP)
2. Building and Safety Application completed
3. Site Plan showing:
 - Location of generators (20 ft. away from buildings)
 - One extinguisher per generator (20B:C)
 - Wires
 - Show enclosure from public. Generators shall be isolated from contact with the public by fencing, enclosure, or other approved means. CFC Section 3104.20
 - Note on site plan stating method of grounding
 - Verification/Approval for generator from AQMD:
Portable Equipment Registration Program (PERP)
Call AQMD's PERP Hotline: 1-877-810-6995
 - Fire Department Inspection and fee is also required