



City of Redlands

Building & Safety Division

35 Cajon St., Suite 20 Redlands, Ca 92373

Requirements for Temporary Tent Structures

The following items, along with an application and fees, must be provided in order to obtain a building permit for temporary tent structures within the City of Redlands. Temporary open-sided tents and similar canopy structures that do not exceed 400 square feet and 700 square feet for pop up canopies grouped together in projected area do not require building permits [2019 CFC 3103.2]. However, Planning and Fire Department approvals must be obtained whether or not a permit is required.

Prior to permit issuance, the following information is required for submittal with the building permit application to show compliance with the California Building Codes:

A PLOT PLAN drawn to scale, showing the lot, adjacent street(s), easements, buildings, proposed tent structure location, setbacks from property lines and other structures on the site, portable restrooms or location of restrooms in existing structures, and parking areas. An accessible path of travel for disabled persons shall be provided to all required facilities, including restrooms and accessible parking.

A FLOOR PLAN (SEE EXAMPLE ATTACHED) for each tent structure that shows the perimeter of the tent, all structural supports, exit locations with width of exit, layout of any fixed elements such as seating, display booths, tables, dividers or partition walls, whether or not there are sides, etc. Aisle ways with width of aisles, access to exits, locations of required exit signs, fire extinguishers, no-smoking signs, and occupancy load sign (for occupancies over 300) shall also be shown.

GENERAL NOTES including type of tent fabric (minimum class "C" rating (flame spread: 76-200); class "B" (flame spread: 26-75) if over 300 occupants, or class "A" rating (flame spread: 0-25) if in fire zone), and proposed dates of use (including set-up and strike) should be noted on the plans. Planning conditions of approval and fire department requirements shall also be made part of the plans.

CONSTRUCTION DETAILS are required to indicate how the tent structure will be held in place. All tents/canopies with or without sides shall be capable of withstanding a minimum of 10 psf of uplift or the code prescribed wind forces if higher, whether using stakes or weights. Stake capacity may be determined using a pullout capacity of 800 lbs. for medium density soils and 1600 lbs. for paved surfaces. The plans should clearly indicate whether stakes or weights are being used and shall specify the following information for stakes and/or weights:

- **Stakes** – Plans shall specify diameter, length, minimum embedment, total number, spacing, angle of embedment of stakes to be installed, and type of soil.
- **Weights** – Plans shall specify the type, weight/container size, total number, and spacing of weights to be installed.

STRUCTURAL PLANS AND CALCULATIONS are required for tents over 4,500 square feet or with an occupant load over 300, whichever is more restrictive. Please allow 1 to 2 weeks for review of plans and calculations for engineered tents. Plans and calculations must be prepared by a California licensed engineer (wet stamped and signed).

Plans shall include the following in addition to the items listed previously:

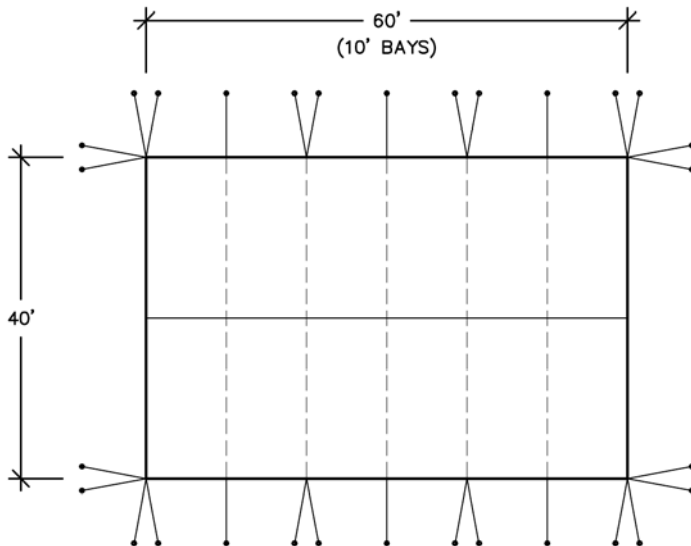
- Manufacturer's contact information.
- Engineer's contact information.
- Applicable building codes (Current CBC)
- Design criteria to include wind exposure category (exposure B or C), basic wind speed, and applicable soil types (soil classifications assumed in the stake design).
- Structural framing plan to include all framing member sizes, dimensions, references to structural details, location, and number of all required tent stakes.
- Elevation drawings (specify all height dimensions).
- Structural details. Specify all connectors (type, size, spacing, thickness, etc.). Staking details shall include the type, size, and embedment of all stakes. Provide details for the connections of the fabric to the tent structure.
- Structural calculations. Tent structures shall be designed for wind loads as prescribed by the CBC. Provide all supporting information used to obtain the stake capacity.

STANDARDIZED STRUCTURAL PLANS may be approved in place of unique structural plans and calculations for each tent project. A complete review of structural plans and calculations for the tent under all standard conditions must first be done in order to standardize the plans.

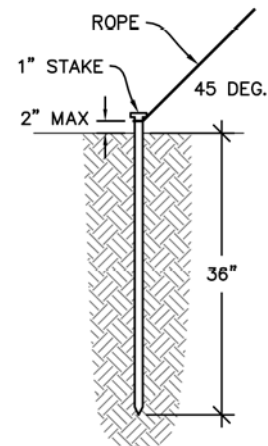
ADDITIONAL APPROVALS as listed below are required prior to issuance of building permit(s). Other approvals may be required based on the specific use of the tent structure. Please contact Building & Safety for a list of required approvals for each specific project.

- City of Redlands Planning Department.
- City of Redlands Fire Department.

EXAMPLE – STAKING REQUIRED FOR A 60' x 40' TENT, STIFF SOIL:
WIND UPLIFT = 60' x 40' x 10 PSF = 24,000 LB
24,000 LB / 800 LB PER STAKE = 30 STAKES REQUIRED.



STAKING PLAN



STAKE DETAIL

STAKE CAPACITIES*
STIFF SOIL: 800 LB
PAVED: 1,600 LB
*BASED ON TESTING
BY THE INDUSTRIAL
FABRICS ASSOCIATION
INTERNATIONAL (IFAI)

This example is provided as a reference only and is not a substitute for specific calculations and plans for each proposed tent structure.

CITY OF REDLANDS
 Community Risk Reduction
 Tent/Canopy Layouts

