



City of El Segundo

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TEMPORARY USE PERMIT EVENT REQUIREMENTS AND PLAN SET GUIDE

Event Requirements:

- Tents having an area in excess of 400 square feet shall not be erected, occupied, and/or operated for any purpose without first obtaining a permit and approval from the City of El Segundo Fire Department and Building and Safety Department. Exceptions: (1) Tents used exclusively for recreational camping purposes, (2) Tents open on all sides that comply with all of the following: (2.1) Individual tents having a maximum size of 400 square feet, (2.2) The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet, not exceeding 700 square feet total, (2.3) A minimum clearance of 12 feet to all structures and other tents, and (3) Funeral tents.
- If there are no sidewalls, tents over 700 square feet need an operational permit. To avoid an operational permit the tents shall be placed no more than 7 in an aggregate area and have no sidewalls. If you choose sidewalls the aggregate area can be larger than 400 sq ft.
- Combustible waste material creating a fire hazard shall not be allowed to accumulate
- Crowd managers. Where inside facilities or events involve a gathering of more than 500 people and outside events with over 1,000 people crowd managers are required. In the opinion of the fire code official crowd managers can be reduced depending on the fire protection provided and nature of the event.
- Electrical wiring shall not be modified and shall be maintained in good condition without splices, deterioration or damage.
- Every space with an occupant load factor of 50 or more shall have the occupant load posted.
- Egress shall be kept clear.
- All tents and canopies shall have the State Fire Marshal seal.
- The aggregate area of multiple tents placed side by side without a firebreak clearance of not less than 12 feet shall not exceed 700 square feet.
- Tents shall be designed and installed to withstand the elements of weather and prevent collapsing.
- Fire extinguishers shall be located every 75 feet. Fire Extinguishers are required to be 2A10BC in size.

- Inflatable amusement devices (bounce house) shall be California State Fire Marshal certified as flame-resistant.
- Smoking shall be in designated areas and shall not be in any tent and in any adjacent areas where hay or other highly flammable materials are kept.
- Cooking equipment using combustible oils or solids shall have a non-combustible lid immediately available, equipment shall be placed on noncombustible surfaces. An approved Class K portable fire extinguisher shall be provided. Cooking shall not be done within 10 feet of a tent. Except when cooking devices are isolated from the public.
- Cooking tents with sidewalls or drops shall be separated from other non-cooking tents by not less than 10 feet.
- Cooking tents shall be permitted to be placed side by side where the following conditions are met:
 - The area of cooking tents has a max area if 700 square feet.
 - Each grouping of tents shall Have a fire break clearance of at least 12 feet
 - A fire access aisle separating rows of cooking tents has a minimum width of 16 feet.
- Generators shall be installed not less than 10 feet from combustible material and shall be isolated from the public by physical guard, fence or enclosure installed not less that 3 feet away from combustion power sources. Each generator shall be provided with an approved portable fire extinguisher. Generators shall be separated 20 feet from tents and shall be isolated from contact with the public by fencing, enclosure or other approved means.

Plan Set Requirements:

This list contains the suggested minimum documents required in order to submit for plan review. Some projects may not require all of these documents while others may require additional documents and information. The plans must be sufficiently detailed to clearly show the nature and extent of the proposed scope of work and to document in detail that the project will conform to all applicable code requirements. Additional information may be required after plan review.

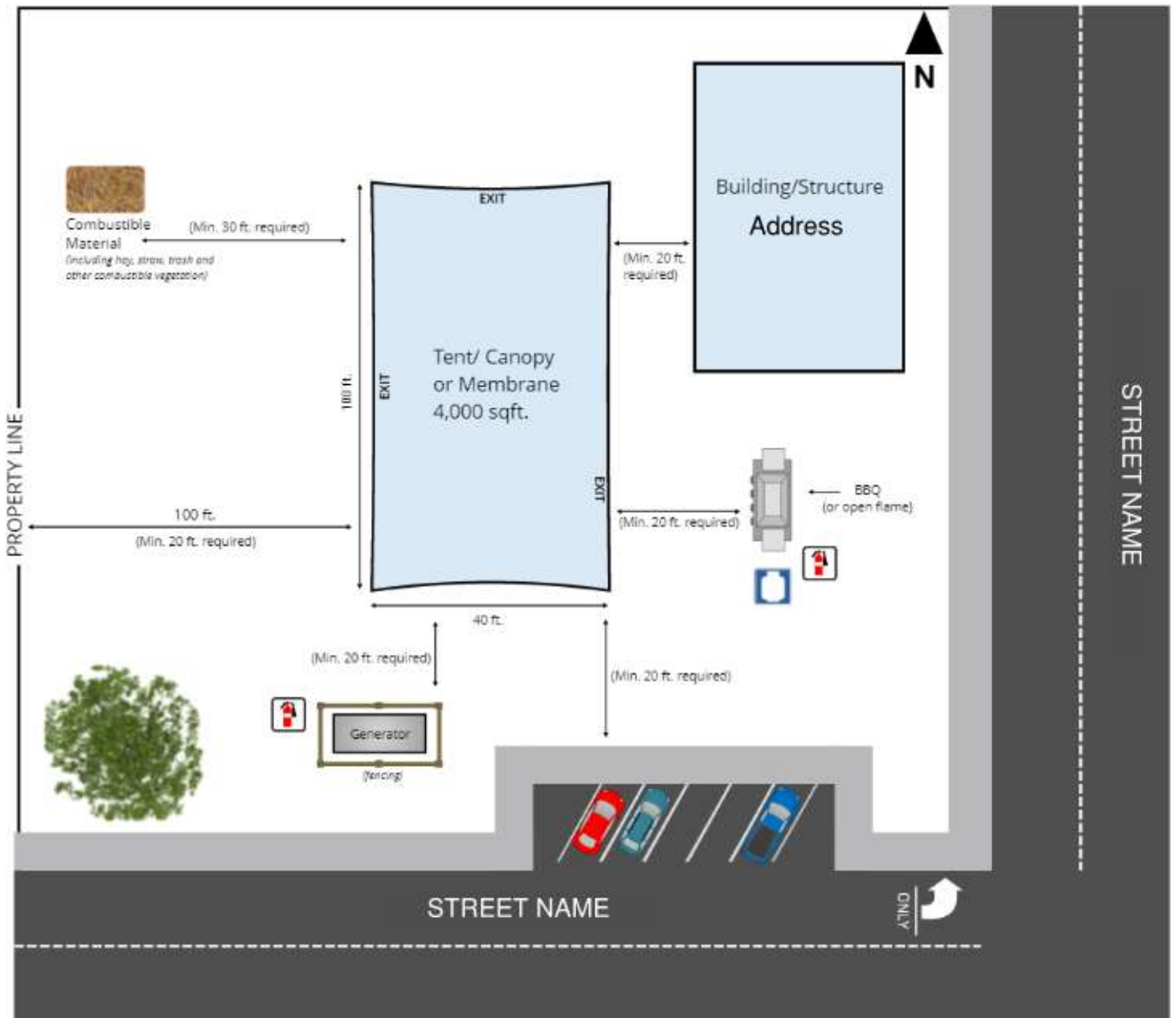
- Cover sheet with a detailed project description, including an existing & proposed square footage calculation for all structures, FAR and lot coverage calculations, etc.
- Plans shall be drawn to scale with the scale labeled
- Project Address
- Contact information for the property owner and plan preparer. Licensed design Professionals shall also affix their stamp [BPC 5536.1] Electronic stamps and signatures are acceptable.
- Site plan depicting:
 - Table of Contents/Index listing all pages of the plans
 - Scope of Work Description
 - Statement of Governing Codes for the Project
 - Scale and north arrow

- Lot dimensions
 - Property Lines
 - Abutting streets and alleys
 - Vicinity Map
 - Driveway location, impervious surfaces and landscaped area, parking areas
 - Show disabled access requirements (path of travel, restroom facilities, etc)
 - Indicate the location and dimensions of all existing structures and proposed temporary structures (ex: tents, transformers, generators, cooking/and or heating units, food trucks, portable restrooms, stages, etc.).
 - Distance between tents and from tents to buildings, property lines, on-site parking areas, cooking areas/food trucks, and generators.
 - Location and width of the fire access lane
- Floor plan depicting:
- Both existing and proposed layouts. The floor plans must show all levels affected by the proposed event, and room names and uses must be clearly labeled.
 - Location of all ramps, stairs and handrails
 - Location and type of cooking and/or heating units along with manufacturer cut sheets
 - Location, size, and height of stages and platform tables and seating layout, including width of aisles between tables/seating areas
 - Location and dimensions of tents:
 - Date tent/membrane structure will be set up and taken down
 - Exact size of the tent/membrane
 - Dimensions and total area of each tent or grouping of tents
 - Occupant load
 - Intended use (dining, sales, cooking, etc.)
 - Contact Information for Company, Owner, Engineer, etc.
 - Location of emergency lighting fixtures and their power source
 - Location of exit, no smoking, occupant load, and other signage
 - Location, width, and type of exit doors/openings
 - Placement of fire extinguishers
 - Show disabled access requirements (path of travel, restroom facilities, etc)
 - Location of portable restroom facilities
 - Distance between tents and from tents to buildings, property lines, on-site parking areas, cooking areas/food trucks, and generators
 - Location and width of the fire access lane
 - Location, width, and type of exit doors/openings located in sidewalls
- Membrane structures and tents and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability for anchor/ballast design (anchoring details, tie down specifications, etc.) shall be provided.
- Water-filled vessels shall not be used to anchor a tent or membrane structure unless approved and in accordance with the tent or membrane structure manufacturer's instructions.
- Provide a certificate executed by the State Fire Marshal certifying that the tents and membrane structures and their appurtenances; sidewalls, drops and tarpaulins are made from a flame resistant fabric or material approved by the State Fire Marshal. The tent shall bear a label with the SFM seal or

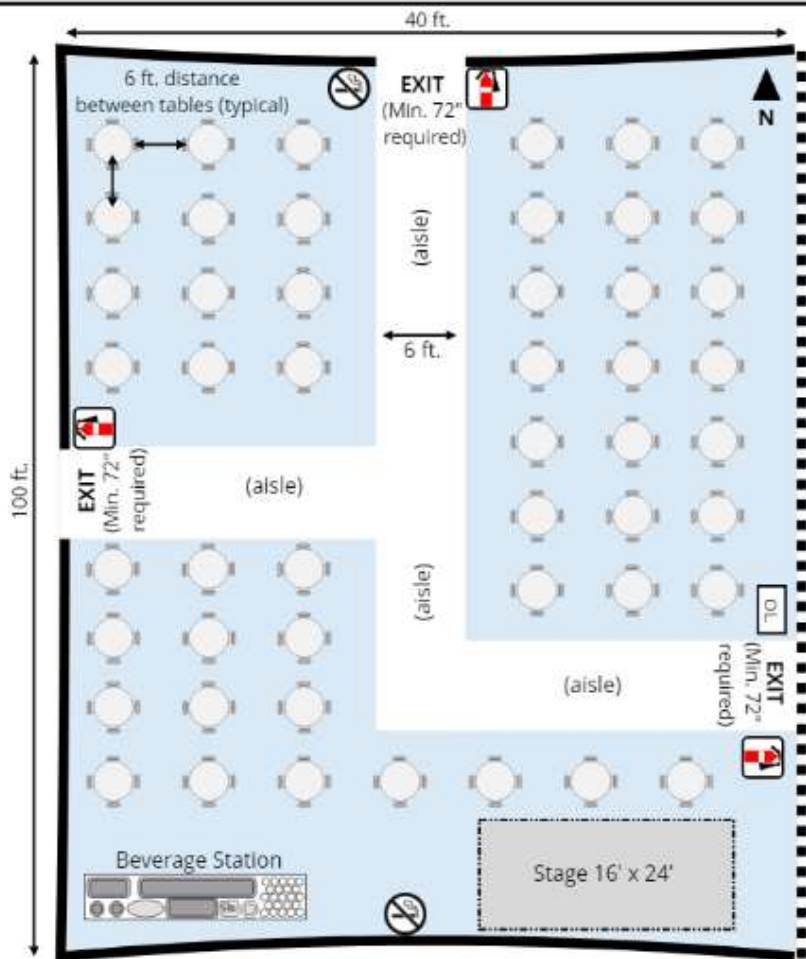
in lieu of the label, the registration information may be applied directly to the fabric by print, stamp or stencil.

Any structural calculations must be signed, sealed, and dated by a Professional Engineer licensed in the State of California.

Site Plan Dimension Example



Floor Plan Example



NOTES

- 4,000 sqft.
- No cooking
- Proposed Occupant Load: 196
- Stage = 384 sqft.

LEGEND

- = 4 Person Table
- EXIT** = Exit Sign
- = Fire Extinguisher
- = No Side Wall
- = Side Wall
- = No Smoking Sign
- = Occupant Load Sign

**MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF EGRESS WIDTHS FROM
TEMPORARY MEMBRANE STRUCTURES AND TENTS**

TABLE 3103.12.2

OCCUPANT LOAD	MINIMUM NUMBER OF MEANS OF EGRESS	MINIMUM WIDTH OF EACH MEANS OF EGRESS (inches)	
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1,000 to 1,999	5	120	96
2,000 to 2,999	6	120	96
Over 3,000 ^a	7	120	96

1 inch = 25.4 mm.

a. When the occupant load exceeds 3,000, the total width of means of egress (in inches) shall be not less than the total occupant load multiplied by 0.2 inch per person.