



# City of San Dimas

## Building and Safety Division

Phone: (909) 394-6260 E-Mail: [building@sandimasca.gov](mailto:building@sandimasca.gov)

### Temporary Tents for Special Events Submittal Requirements

1. Provide a Site Plan showing the location of all structures on the property and the location of the proposed temporary tent(s).
  - a. A site plan which includes a scope of work.
  - b. Identify the accessible parking spaces.
  - c. Identify an accessible path of travel to the temporary tent structure.
  - d. Identify any portable restroom facilities and handwash stations if provided.
2. Provide a tent floor plan.
  - a. Identify exit signage.
  - b. Identify fire extinguisher locations.
3. Provide a copy of the LA County Fire Department Permit for the temporary sales lot.
4. Provide a copy of the Certificate of Flame Resistance for the proposed tent from the manufacture.
5. Provide a plan of the tent.
  - a. The plan is to specify the width and length of the tent.
  - b. The plan is to specify the support member locations.
6. Provide wind uplift calculations for the anchoring system of the proposed temporary tent.
  - a. The wind uplift calculations are to be designed using the current edition of the California Building Code (currently 2025 edition).
  - b. The wind uplift calculations are to be stamped by a California Licensed Design Professional.
  - c. The wind uplift calculations must include the calculations for and specification of the anchoring system that will be used to secure the structure from uplift during a wind event.
  - d. The California Licensed Design Professional is to specify the method and material of how the tent will be secured to the anchor system.
7. Provide a detail of the anchoring system to be used (must match the wind uplift calculations).
  - a. The detail is to specify the location and spacing of the anchoring devices (must match the wind uplift calculations).
8. If electrical or lighting is proposed, provide an electrical and lighting plan.