



TENTS & STAGE PERMITS

THESE REQUIREMENTS APPLY TO BUILDING PERMITS SUBMITTED DURING COVID-19

BUILDING DIVISION REQUIREMENTS

The City of Sunnyvale requires permits for all temporary stage and tent installations. Below outlines the requirements to be met for a permit. Structures for special events must conform to the California construction codes for electrical wiring, structural integrity, emergency egress, and access compliance. A State architect or engineer shall stamp plans for tents 700 square feet or larger.

Special event permits require a plot plan showing the locations of all tents, stages, generators, and electrical cords. Approval from Planning and Fire Prevention is required before the issuance of a building permit.

Tents

- Tents or temporary structures that cover an area greater than 400 square feet or for a gathering of 10 or more persons requires a building permit.
- Tents larger than 700 square feet require an exiting plan. The plan shall show the use of the tent, the occupant load, and the location of wall openings that will be used to access and egress the tent. (See Chapter 10 of the CBC for exiting requirements).
- Provide information related to the structural strength of the structure (manufacturer’s erection manual, anchorage to ground, etc.). Structures larger than 700 square feet require engineered calculations for the anchorage of the tent.

Stage

- Show on the site plan the accessibility to the stage or platform with a stair or ramp. Provide sufficient documents to show the compliance of ramp per CBC Sections 11B-405 and 11B-505. Stairs should comply with CBC Sections 1011, 1014, 1015, 11B-504, and 11B-505. (Ramps are required at all raised platforms and stages).
- The plans shall indicate the size and height of the stage above ground. Show all electrical serving the stage.

PERMIT PROCESS

1. Prior to submittal for a building permit, contact the Planning Division at planning@sunnyvale.ca.gov to determine if a separate permit is required.

Building Permit Review

2. Building permit application and plans are to be submitted electronically to planchecksubmittals@sunnyvale.ca.gov for a 5 business day review.

Inspections

3. Building and fire inspections are required after the tent, stage, and/or electrical are installed. The manufacturer’s installation guidelines shall be available for the building inspector at the job site during the inspection.

Building Permit Application Requirements

- A completed Building Permit Worksheet application.
- Site plan of the event area showing tents, stages, generators, and electrical cords.
- Manufacturer’s cut sheet for the stage.
- Details for the ramp and/or stairs providing access to the stage.
- Structural calculations as needed.

SEE OTHER SIDE FOR ELECTRICAL REQUIREMENTS

ELECTRICAL REQUIREMENTS

1. Electrical equipment and wiring in portable structures shall have mechanical protection. CEC 525.6
2. Service equipment shall not be accessible to unqualified personnel and shall be mounted on solid backing in a weather proof construction. CEC 525.10(A) & (B)
3. Where multiple power systems are provided (service panels, generators, transformer, etc) to tents that are less than 12' apart the equipment shall be bonded together at the structure. Wire size shall be per CEC Table 250.122 but no smaller than 6 AWG. CEC 525.11
4. Flexible Cords and cables (CEC 525.20):
 - a. Listed for extra-hard usage, listed for wet locations and sunlight resistant.
 - b. Continuous without splices or taps between boxes/fittings.
 - c. Must be guarded in public traffic pathways by nonconductive matting that does not produce a tripping hazard.
5. Wiring & lighting in tents shall be securely attached and protected from damage. CEC 525.21
6. Portable distribution boxes (CEC 525.22):
 - a. No live parts exposed.
 - b. Weatherproof and mounted at least 6" above ground.
7. GFI required for non-locking receptacles used outdoors by public. GFI outlets shall be readily accessible and for equipment accessible to the public. CEC 525.23
8. Bonding is required for metal raceways, metal enclosures of electrical equipment and metal frames of portable structures and tents. CEC 525.30
9. All generators shall be grounded at the generator or the first disconnecting means supplied by the generator. CEC 525.31 & CEC 250