



# TEMPORARY TENT & STAGE PERMITS

THESE REQUIREMENTS APPLY TO BUILDING PERMITS SUBMITTED ON OR AFTER 4/1/2022

## BUILDING DIVISION REQUIREMENTS

The City of Sunnyvale requires permits for large 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.

Fire Prevention permits are required for tents larger than 400 s.f. ([Standards for Outdoor Assembly Events](#))

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.

Installations exceeding 180 days are not considered temporary structures.

### Tents

- Tents or temporary structures that cover an area greater than 2000 square feet require a building permit.
- Tents 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 2000 square feet require engineered calculations for the anchorage of the tent.

### Stage

- Stages more than 30" above grade require a permit. The plans shall indicate the size and height of the stage.
- Show on the site plan the accessibility to the stage or platform with at least a ramp for accessibility requirements. 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.
- Regardless of the height of the stage, accessibility requirements apply.

## PERMIT PROCESS

1. Prior to submittal for a building permit, contact the Planning Division ([planning@sunnyvale.ca.gov](mailto:planning@sunnyvale.ca.gov)) to determine if a Planning permit is required.
2. A Fire permit from Fire Prevention is required.

### Permit Review

3. Building and Fire permits can be obtained at the One-Stop Permit Center, between the hours of 8:00 a.m. and 12:00 p.m., Monday through Friday or electronically at [planchecksubmittals@sunnyvale.ca.gov](mailto:planchecksubmittals@sunnyvale.ca.gov).

### Inspections

4. 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 and Fire Permit Application. ([Permit 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.
- ☐ An owner, contractor, or authorized agent can pull a building permit. Contact the Building Division at [building@sunnyvale.ca.gov](mailto:building@sunnyvale.ca.gov) for the authorized agent approval form.

One-Stop Permit Center at City Hall, 456 W. Olive Ave., 408-730-7444  
Building and Planning hours are 8 a.m. - 12:30 p.m. and 1 - 5 p.m.  
[Sunnyvale.ca.gov](http://Sunnyvale.ca.gov)

## 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