



CITY OF CORONADO

DEPARTMENT OF COMMUNITY DEVELOPMENT
BUILDING DIVISION
1825 STRAND WAY, CORONADO, CA 92118
(619) 522-7331 / (619) 522-2418 (FAX)
COMMDEV@CORONADO.CA.US

HANDOUT
110
July 2017

TENT/CANOPY PERMIT REQUEST
Single Event / Private Property

PURPOSE: To provide health and safety inspections for tents used for single events on private property.

AUTHORITY: City of Coronado Building Official

- NOTES:
1. This request is not a permit and does not authorize the applicant to proceed without a permit.
2. This request must be received at least one (1) week before the event date. See exception included in note #8.
3. Please provide a general layout of the event site including tent arrangement and tent table/seating layout.
4. Please provide a Certificate of Flame Retardancy for the tent/canopy materials.
5. This request can only be used for the event date(s) listed below.
6. This permit may be obtained via the mail or electronic media however sufficient time must be allowed to process the permit prior to the event.
7. If the event is on City of Coronado property (including parks and beaches) and you wish to reserve a specific place and time/date, you must contact the Recreation Services Department at (619) 522-2454.
Alcoholic beverages may not be served on City of Coronado property except at the Community Center banquet rooms and enclosed outdoor patio area.
8. If the event is on City of Coronado property (including parks and beaches) and you wish to request a waiver of the aforementioned alcoholic beverage restriction, and/or you require additional City of Coronado services (i.e. police, etc.) for your event, in addition to contacting the Recreation Services Department, you must contact the City Manager's Office at (619) 522-7335. Please allow an additional four to six weeks approval/processing time.
9. The Permit Fee is a flat rate of \$419.00, regardless of size and quantity of tents or canopies.

- DATA: Please provide the following information in order to process the permit:
1. Applicant:
2. Address:
3. Telephone #: () 4. E-Mail Address:
5. Event Title:
6. Describe the activities included in the event:
7. Event Sponsor:
8. Event Location:
9. Date of Event: 10. Number of Participants:
11. Set-up Date: 12. Strike Date:

- DETERMINATION: (City staff use only)
1. Permit # Date
2. Noise Permit required Yes No Date Noise Permit Submitted
3. Inspection required Yes No Date Fire Department notified