



Building & Safety
Department

H
A
N
D
O
U
T

NO. 126

Rev 9/12

Pg 1 of 1

30001 Ladyface Court
Agoura Hills, CA 91301
Phone: (818) 597-7334
Fax: (818) 597-7352
www.agoura-hills.ca.us



Temporary Tents and Event Requirements



1. **Site Plan:**
 - a. Provide a site plan showing the entire area for the event.
 - b. Identify the location and size of the tents provided.
 - c. Identify the location of all accessible parking stalls and the loading area.
 - d. Identify the location of the path of travel from accessible parking stalls to the event area.
2. **Seating/Display Plan:**
 - a. Provide a plan showing where all the seating or displays will be located and identify the aisle width measurement to meet accessibility requirements.
3. **Structural Engineering/Plan/Information:**
 - a. Provide Engineering calculations and plans to confirm that the proposed tent will be structurally safe in event of a wind.
 - b. Provide plans showing all the connections of the tent structural members and method of anchoring.
4. **Tent Material:**
 - a. Provide approval from LA County Fire to show that the tent material has been approved.
5. **Enclosed Tents:**
 - a. Provide location of all doors/openings.
 - b. Provide an exit sign on all exits.
 - c. Provide location of the fire extinguishers.
6. **Stage:**
 - a. If a stage is to be used for this event, please provide structural calculations, details and plans or the manufacturer's specifications for the stage.
7. **Other Information:**
 - a. All appropriate plan review cost must be paid prior to any plan review.
 - b. All appropriate inspection costs must be paid prior to any inspection.
 - c. If the tent is for a weekend event, identify when the tent will be installed:
 - If the inspection is going to be conducted outside business hours, the Building and Safety Department needs to be notified two (2) weeks in advance.
 - Upon verifying if an inspector is available to inspect all permitted items outside business hours, an overtime inspection fee will be collected and an inspection time will be scheduled. (It is recommended that applicant's cell phone number be given to the inspector of record so he/she can contact the appropriate person for the day of the event)

Please be aware that planning ahead is very essential. Not having the appropriate information or enough time to review and schedule inspection, could result in **NO EVENT!** In order to have a successful event, please try to give all City Departments enough time to review and approve your application.