



**CITY OF ANTIOCH  
CHRISTMAS TREE & PUMPKIN  
SALE LOTS  
ADMINISTRATIVE USE PERMIT APPLICATION**

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**PURPOSE:**

An administrative use permit is required for temporary Christmas tree and pumpkin sale lots. These sale lots shall generally be allowed only on undeveloped parcels; however, the use of a developed parcel may be considered if it can be shown that the operation of the sale lot will not negatively impact the existing circulation and/or parking scheme. Parking areas are to be provided with a surfacing approved by the City Engineer that will prevent the tracking of mud or dust onto the public right-of-way.

**PROCESS:**

Processing of an administrative use permit application takes approximately 3 weeks. Please submit your application and all requirements (listed below) **THREE WEEKS** prior to your event. Applications submitted less than two weeks prior to the date requested will be reviewed as staff time allows and the City reserves the right to deny the application if staff is unavailable to review the permit.

**SUBMITTAL should be made to:**

City of Antioch  
Community Development Department  
P.O. Box 5007  
Third & "H" Streets  
Antioch, CA 94531-5007

***\*\*Note:** You will also need to apply for a separate permit from the Contra Costa County Fire District if you have a tent which is 200 feet or greater in size, or a canopy which is 400 square feet or greater in size. Please contact the Fire District directly for their requirement at (925) 941-3300.*

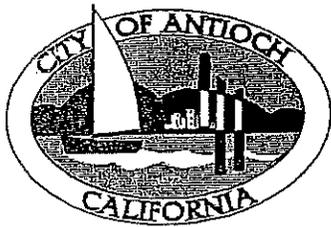
***\*\*\*\*** You may also need to apply for a separate permit from other City departments or agencies depending on the type of event. Please contact them directly for their requirements.*

Contra Costa County Environmental Health      (925) 692-2500  
City of Antioch Building Department            (925) 779-7065

**REQUIREMENTS:**

- One copy of a site plan showing:
  - a. Property lines
  - b. Power source and location
  - c. Lighted tree/pumpkin sales area

- d. Location(s) of all fences, signs, trailers, tents, canopies or other structures, restrooms, driveways, parking area, loading area, and adjacent streets and land uses;
- Written description of the event to include beginning and ending dates of the sale, hours of operation, etc.;
  - Written authorization from the property owner stating that the site may be used for a sales lot during the time period proposed;
  - Refundable clean up deposit of \$500.00. To obtain a refund of the deposit, you will need to contact the Community Development Department at (925) 779-7035 to request an inspection of the property once it has been cleaned up.
  - \$151.00 processing fee.
  - Completed application (attached).



# DEVELOPMENT APPLICATION

Community Development Department

P.O. Box 5007

Third & "H" Streets

Antioch, CA 94531-5007

Phone: (925) 779-7035 Fax: (925) 779-7034

SITE LOCATION: \_\_\_\_\_

ASSESORS PARCEL NO. (S): \_\_\_\_\_ TOTAL ACREAGE: \_\_\_\_\_

REQUEST: \_\_\_\_\_

PROPERTY OWNER OF RECORD	
Name:	_____
Company Name:	_____
Address:	_____ _____
Telephone No.	_____
Fax No.	_____
Email:	_____
Signature:	_____

APPLICANT	
Name:	_____
Company Name:	_____
Address:	_____ _____
Telephone No.	_____
Fax No.	_____
Email:	_____
Signature:	_____

<i>For Office Use Only</i>	
Date Received: _____	File No: _____
Title: _____	_____
Planner: _____	Account No. _____

Type of Application:		
<input type="checkbox"/> Design Review	<input type="checkbox"/> Amend General Plan	<input type="checkbox"/> Minor Subd
<input type="checkbox"/> Use Permit	<input type="checkbox"/> Amend Spec Plan	<input type="checkbox"/> Lot Line Adj
<input type="checkbox"/> Variance	<input type="checkbox"/> Amend Zoning Map	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Signage	<input type="checkbox"/> Prelim PD	<input type="checkbox"/> Other _____
		<input type="checkbox"/> 2 <sup>ND</sup> Unit AUP
		<input type="checkbox"/> Rezone/Final
		<input type="checkbox"/> Dev. Plan
		<input type="checkbox"/> Annexation

Return comments no later than _____		
<input type="checkbox"/> Engineering/PW	<input type="checkbox"/> Building	<input type="checkbox"/> Police
<input type="checkbox"/> Engineering/E. Franzen	<input type="checkbox"/> Fire	_____
<input type="checkbox"/> Engineering/CD	<input type="checkbox"/> PHBS	_____
<input type="checkbox"/> Maintenance	<input type="checkbox"/> DDSD	_____

## ARTICLE 32 — TEMPORARY MEMBRANE STRUCTURES, TENTS AND CANOPIES

### SECTION 3201 — SCOPE

Tents and temporary membrane structures having an area in excess of 200 square feet (18.6 m<sup>2</sup>) and canopies in excess of 400 square feet (37.2 m<sup>2</sup>) shall be in accordance with Article 32.

### SECTION 3202 — DEFINITIONS

**3202.1 General.** For definitions of AWNING, TEMPORARY MEMBRANE STRUCTURE and TENT, see Article 2.

**3202.2 Limited Application.** For the purpose of Article 32, this term is defined as follows:

**CANOPIE** is a temporary structure, enclosure or shelter constructed of fabric or pliable materials supported by any manner, except by air or the contents it protects, and is open without sidewalls or drops on 75 percent or more of the perimeter.

### SECTION 3203 — PERMITS

For permits to erect temporary membrane structures, tents or canopies, see Section 105, Permit t.1.

### SECTION 3204 — USE PERIOD

Temporary membrane structures, tents and canopies shall be used for a period of not more than 180 days within a 12-month period on a single premises.

### SECTION 3205 — ACCESS, LOCATION AND PARKING

**3205.1 Access.** Fire apparatus access shall be provided in accordance with Section 902.2.

**3205.2 Location and Parking.** Tents shall not be located within 20 feet (6096 mm) of property lines, buildings, temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guywires shall be considered as part of the temporary membrane structure, tent or canopy.

**EXCEPTION:** Separation distance between temporary membrane structures, tents and canopies, not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet (1393.5 m<sup>2</sup>).

### SECTION 3206 — STRUCTURAL STABILITY

**3206.1 General.** Temporary membrane structures, tents and canopies and their appurtenances shall be adequately braced and anchored to prevent weather related collapse. Documentation of structural stability shall be furnished to the chief on request.

**3206.2 Air-supported and Inflated Structures.** The design and construction of the fabric envelope, the method of anchoring, and inflation systems for air-supported and air-inflated structures shall be in accordance with the Building Code. See UBC Appendix Chapter 31, Division II.

### SECTION 3207 — FLAME-RETARDANT TREATMENTS

The sidewalls, drops and tops of temporary membrane structures, tents and canopies shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner. Floor coverings, bunting, combustible decorative materials and

effects, including sawdust when used on floors or passageways, shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner. See also Section 1103.

Temporary membrane structures, tents or canopies shall have a permanently affixed label bearing the following information:

1. Identification of temporary membrane structure, tent or canopy, size and fabric or material type.
2. For flame-resistant materials, the necessary information to determine compliance with this article or Section 1103 as applicable.
3. For flame-retardant-treated materials, the date that the temporary membrane structure, tent or canopy and other combustible materials were last treated with an approved flame retardant.
4. The trade name and type of flame retardant utilized in the flame-retardant treatment.
5. The name of the person and firm that applied the flame retardant.

### SECTION 3208 — PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers shall be provided in accordance with Sections 1002 and 1006.2.7.

### SECTION 3209 — MAXIMUM OCCUPANT LOAD

Occupant load requirements shall be in accordance with Section 2501.16.

### SECTION 3210 — SEATING ARRANGEMENTS

Seating in temporary membrane structures, tents or canopies shall be in accordance with Section 2501.10.

### SECTION 3211 — MEANS OF EGRESS

**3211.1 Distribution.** Exits shall be spaced at approximately equal intervals around the perimeter of the temporary membrane structure, tent or canopy and shall be located such that all points are 100 feet (30 480 mm) or less from an exit.

**3211.2 Number.** Every tent and temporary membrane structure or usable portion thereof shall have at least one exit and not less than the number of exits required by Table 3211-A.

**3211.3 Exit Openings.** Exit openings from tents shall remain open unless covered by a flame-resistant curtain, provided:

1. Curtains shall be free sliding on a metal support. The support shall be a minimum of 8 feet (2438 mm) above the floor level at the exit. The curtains shall be so arranged that, when open, no part of the curtains obstructs the exit, and
2. Curtains shall be of a color, or colors, which contrasts with the color of the tent.

**3211.4 Doors.** Exit doors shall swing in the direction of exit travel. To avoid hazardous pressure loss from air supported structures, such doors shall be automatic closing against operating pressures. Opening force at the door edge shall be in accordance with the Building Code.

**3211.5 Aisle.** Aisles shall be in accordance with Section 1204.

## SECTION 3212 — MAINTENANCE OF MEANS OF EGRESS

The required width of exits, aisles and passageways shall be maintained at all times to a public way.

Guywires, guyropes and other support members shall not cross a means of egress at a height of less than 8 feet (2438 mm).

The surface of means of egress shall be maintained in an approved manner.

## SECTION 3213 — MEANS OF EGRESS ILLUMINATION

Means of egress shall be illuminated with light having an intensity of not less than 1 footcandle (10.76 lx) at floor level while the structure is occupied. Fixtures required for means of egress illumination shall be supplied from a separate circuit or source of power when required by Section 3214.2.

## SECTION 3214 — EXIT SIGNS

**3214.1 When Required.** Exit signs shall be installed at required exit doorways and where otherwise necessary to clearly indicate the direction of egress when the exit serves an occupant load of 50 or more.

**3214.2 Illumination.** Exit signs in temporary membrane structures, tents and canopies with occupant loads of more than 100 persons shall be of an approved self-luminous type or shall be internally or externally illuminated by fixtures supplied in the following manner:

1. Two separate circuits, one of which shall be separate from all other circuits, for occupant loads of 300 or less, or
2. Two separate sources of power, one of which shall be an approved emergency system, shall be provided when the occupant load exceeds 300. Emergency systems shall be supplied from storage batteries or on-site generator set, and the system shall be installed in accordance with the Electrical Code.

## SECTION 3215 — SOURCES OF IGNITION

**3215.1 Smoking.** Smoking shall not be permitted in temporary membrane structures, tents and canopies or in adjacent areas where hay, straw, sawdust or other combustible materials are stored or used. NO SMOKING signs shall be conspicuously posted.

**3215.2 Fireworks, Open Flames and Hot Objects.** Fireworks, open flames and devices capable of igniting combustible materials shall not be used in or adjacent to a temporary membrane structure, tent or canopy, unless otherwise approved.

## SECTION 3216 — COOKING AND HEATING

**3216.1 General.** Cooking and heating shall be in accordance with Section 3216. Cooking and heating equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be approved or in accordance with the Mechanical Code.

**EXCEPTION:** Operations such as warming of foods, cooking demonstrations and similar operations which do not present an ignition hazard.

**3216.2 Ventilation.** Cooking and heating equipment shall be vented to the outside air by approved means. Where vents or flues are used, all portions of the temporary membrane structure, tent, or canopy shall be no less than 12 inches (305 mm) from the flue or vent. Solid-fuel-burning equipment shall be equipped with spark

arrestors having openings not exceeding  $\frac{1}{4}$ -inch (6.4 mm) wire mesh.

### 3216.3 Location.

**3216.3.1** Cooking and heating equipment shall not be located within 10 feet (3048 mm) of exits or combustible materials.

**3216.3.2** Tents where cooking is performed shall be separated from temporary membrane structures, other tents and canopies by a minimum of 20 feet (6096 mm).

**3216.3.3** Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 mm) from a temporary membrane structure, tent or canopy.

### 3216.4 LP-Gas.

**3216.4.1 General.** Equipment such as tanks, valves, tubing and other related components shall be approved and in accordance with Article 82 and the Mechanical Code.

**3216.4.2 Location of containers.** LP-gas containers shall be located outside and in accordance with Table 8204-A. Safety release valves shall be pointed away from the temporary membrane structure, tent or canopy.

**EXCEPTION:** Portable LP-gas containers used in temporary membrane structures, tents or canopies in accordance with Sections 8203.2.1.5 and 8203.2.1.6.

**3216.4.3 Protection and security.** Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a temporary membrane structure, tent or canopy shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location.

**3216.5 Electrical Heating and Cooking Equipment.** Electrical cooking and heating equipment shall be in accordance with the Electrical Code and Article 85.

## SECTION 3217 — FLAMMABLE AND COMBUSTIBLE LIQUIDS

**3217.1 General.** Flammable-liquid-fueled equipment shall not be used in temporary membrane structures, tents or canopies.

**3217.2 Flammable and Combustible Liquid Storage.** Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet (15 240 mm) from temporary membrane structures, tents and canopies. Storage shall be in accordance with Article 79.

**3217.3 Refueling.** Refueling shall be performed in an approved location not less than 20 feet (6096 mm) from temporary membrane structures, tents and canopies.

## SECTION 3218 — DISPLAY OF MOTOR VEHICLES

Liquid- and gas-fueled vehicles and equipment used for display, competition or demonstration within assembly occupancies shall be in accordance with Section 2505.

## SECTION 3219 — GENERATORS

Generators and other internal combustion power sources shall be separated from temporary membrane structures, tents and canopies by a minimum of 20 feet (6096 mm) and be isolated from contact with the public by fencing, enclosure or other approved means.

## SECTION 3220 — STANDBY PERSONNEL

The provisions of standby personnel shall be in accordance with Section 2501.18.

CONTRA COSTA COUNTY  
FIRE PROTECTION DISTRICT  
FIRE PREVENTION BUREAU

Addendum No. 43T  
Issued: 7/01/96  
Revised: 12/14/99  
Pages: 2

## PERMIT REQUIREMENTS

### SUBJECT:

**TO ERECT, MAINTAIN, OPERATE OR USE A TENT OR AIR SUPPORTED  
STRUCTURE IN EXCESS OF 200 SQ. FT. OR CANOPY IN EXCESS OF  
400 SQ. FT.**

ARTICLE 32 UFC & CH 31E CBC

In accordance with Contra Costa County Ordinances and State Statutes.

### SECTION I: INFORMATION REQUIRED

1. Inspection/Permit Application
2. Site plan showing property lines, locations of activity, adjacent structures or uses, emergency vehicular access and fire protection equipment.
3. Floor plan showing proposed uses, exit, etc.
4. Additional certification and information as required.

### SECTION II: REQUIREMENTS AND LIMITATIONS

Issuance of permit is subject to review and approval of submittals as required in Section I., compliance with the listed requirements and approval by field inspection and necessary tests.

**THESE REQUIREMENTS MUST BE AVAILABLE TO THE OPERATOR/MANAGER AT ALL TIMES WHILE ENGAGED IN THE ACTIVITY OF THIS PERMIT.**

1. Public parking other than on paved streets shall be designated at least 60 feet from tents or air supported structures. Table 3205A UFC
2. Automotive equipment necessary for the operation shall not be allowed within 30 feet of tents or air supported structures. Table 3205A UFC
3. Tents or air supported structure shall be located not less than 20' from any property line, permanent structure or other temporary structures. Table 3205.2 UFC
4. Tents or air-supported structures having a floor area greater than 1500 square feet, but less than 15,000 square feet shall be located not less than 30' from any other tent, air-supported structure, building or property line. Those greater than 15,000 square feet, shall be located not less than 50' from any other tent, structure or property line. Table 3205A UFC

5. An unobstructed passageway not less than 12' in width and free from any guy ropes or other obstructions shall be maintained on all sides of all tents. Table 3205A UFC
6. All scenery, drops and decorative materials including sawdust shall be treated with an approved flame-retardant solution. 3207 UFC
7. "NO SMOKING" signs with letters at least 4" in height shall be conspicuously posted throughout the tent and at the entrances. It shall be the responsibility of the Permittee to enforce this prohibition. 3208.1 UFC
8. Cigarette disposal cans with sand or water shall be placed in front of entrances to the tent. 3208.1 UFC
9. No flammable liquids, flammable gas, open flame, fireworks or other device emitting flame or fire shall be used in or adjacent to the tent or air supported structure. 3208.2 UFC
10. Provide \_\_\_ Class 2A, minimum rated ABC fire extinguishers to be mounted in a conspicuous location with the top not higher than 5' from the floor. (To be determined by Inspector) 3209 UFC
11. A sufficient number of exits shall be provided and the minimum width of each exit shall be determined by the capacity of the tent or air-supported structure. Table 3211.A UFC
12. The distance of travel to any exit shall not exceed 100'. 3211.1 UFC
13. Exit curtains, if provided, shall be free sliding on a metal support. Support to be at least 8' above the floor. Curtains shall be of a color contrasting with the color of the tent. 3211.3 UFC
14. Exit doors from an air supported structure shall swing in the direction of exit travel. To avoid air and pressure loss, such doors shall be automatically closing against operating pressure. Opening force at the door edge shall not exceed 15 pounds. 3211.4 UFC
15. Aisles from all seating areas shall be a minimum of 44" in width and shall widen progressively to provide a total of not less than one foot of aisle width for each 50 persons served. 3211.5 UFC
16. All aisles and exit openings shall be kept unobstructed by scenery, storage, equipment or persons for whom no seats are available. 3212 UFC
17. Required means of egress shall be kept adequately lighted at all times the tent is occupied. 3213 UFC
18. Exit signs shall be provided above all exit openings and whenever otherwise required to clearly indicate the direction of egress. Exit signs shall have letters 6" high. 3214.1 UFC

### SECTION III: ADDITIONAL COMMENTS AND/OR REQUIREMENTS

Applicant to abide by all pertinent provisions of local and state statutes. 105.1 UFC  
 Application or permit does not replace any license or permit required by any other agency.

CONTRA COSTA COUNTY

1500 WEST FOURTH STREET



FIRE PROTECTION DISTRICT

ANTIOCH, CA 94509-1099

(510) 427-8900

BUREAU OF FIRE PREVENTION

East Division

TO OPERATE AND MAINTAIN A CHRISTMAS TREE LOT

INFORMATION REQUIRED

The following information shall be provided before a permit may be processed.

1. Site plan showing dimensions, locations of fire extinguishers, exits, fencing, access roads, and parking.
2. If a tent in excess of 200 sq. ft. or a canopy in excess of 400 sq. ft. will be on the premises, it shall be necessary to comply with all requirements for a permit, "TO ERECT OR USE A TENT OR AIR SUPPORTED STRUCTURE."

REQUIREMENTS AND LIMITATIONS

Exits

1. Exits and exit pathways shall not be obstructed in any manner.
2. EXIT signs shall be posted where necessary to clearly indicate the direction of egress.
3. Exits shall be at least 3 ft. wide.

Fire Extinguishers

1. Each lot shall be provided with a minimum 2A 10BC rated portable fire extinguisher located every 75 ft. of travel distance.
2. Extinguishers shall have a current servicing tag or have been purchased within the last year with the receipt attached.
3. Extinguishers shall be securely mounted with the top not higher than five feet from the ground.
4. Extinguishers shall be visible and accessible.

### Access

1. A minimum 20 foot wide unobstructed fire apparatus access road shall be provided.
2. All areas or structures shall not be located farther than 150 feet from any access roadway.
3. Fire hydrants shall not be obstructed and shall be accessible at all times.

### Electrical

1. Temporary electrical wiring shall be installed in an approved manner.
2. Temporary electrical wiring shall be protected from damage.

### Smoking

1. NO SMOKING signs shall be conspicuously posted at all entrances. Signs shall have lettering not less than five inches in height with a 3/4 inch stroke.

### General

1. No open flames or burning of any kind is allowed on the premises.
2. Notices to the public from the Fire District shall be posted near the cashier to inform the public about flame retardant requirements for trees in public buildings.
3. Only State Fire Marshal licensed applicators shall apply fire retardant to trees for profit.
4. Operator must provide evidence of City approval (business license or receipt for license).

An on-site inspection will be required prior to issuance of permit. 24-hour advance notice is required. There is a fee for this permit.