

Instructions to the Applicant

1. The Facility Representative shall complete a “Special Event Application & Permit”.

A site and floor plan must be submitted to the Office of the State Fire Marshal for approval 10 days prior to the event. If application is not received 10 days prior to the event the application may be denied.

At a minimum the items listed below shall be shown and identified on the plans:

1. Emergency access for fire equipment must be provided
2. Location of all grandstands, stages, tents, temporary fencing, cooking areas, generators, vendors, etc.
3. Location of all exits, path of travel to exits, and specify all exit and exit aisle widths
4. Location of tables and chairs and/or chair rows
5. Location of fire extinguishers and electrical panels

This event shall be conducted in accordance with the Fire and Life Safety requirements of Title 19, Title 24, and the conditions noted on this permit. **Non-compliance with either the code requirements or the noted conditions shall be cause for denying the application.**

2. The Facility Representative shall transmit the “Special Event Application & Permit” to the Office of the State Fire Marshal to the address listed on the application. This may be done in any of the following methods:
 - a. Mailed or faxed to Sacramento Headquarters or Monrovia Regional office
or
 - b. E-mailed to the area Supervising DSFM as listed on the website.

Final approval of the permit may be subject to a field inspection. Stand-by personnel may be required for the event at the discretion of the Office of the State Fire Marshal.



DEPARTMENT OF FORESTRY AND FIRE PROTECTION

Fire & Life Safety Division – South

602 E. Huntington Dr. Ste A
Monrovia, CA 91016
(626) 305-1908
(626) 305-5173 - fax
Website: www.fire.ca.gov



SPECIAL EVENT APPLICATION AND PERMIT

Facility Name _____

Facility Address _____ Fax (____) _____

City _____ Zip Code _____ County _____

Facility Representative _____ Phone (____) _____

E-Mail _____

TYPE OF ACTIVITY

FESTIVAL CONCERT TRADE SHOW OTHER _____

Event Sponsor _____

Event Location/Building _____

Event Date(s) _____ Estimated Daily Attendance _____

Event Time(s) Start _____ am/pm Finish _____ am/pm

Event Description _____

A site and floor plan must be submitted to the Office of the State Fire Marshal for approval **10 days prior to the event**.
At a minimum the items listed below shall be shown and identified on the plans;

1. Emergency access for fire equipment must be provided
2. Location of all grandstands, stages, tents, temporary fencing, cooking areas, generators, vendors, etc.
3. Location of all exits, path of travel to exits, and specify all exit and exit aisle widths
4. Location of tables and chairs and/or chair rows
5. Location of fire extinguishers and electrical panels

Final approval of the permit may be subject to a field inspection. Stand-by personnel may be required for the event at the discretion of the Office of the State Fire Marshal.

This event shall be conducted in accordance with the Fire and Life Safety requirements of Title 19, Title 24, and the conditions noted on this permit. **Non-compliance with either the code requirements or the noted conditions shall invalidate this permit.**

For Dept. Use Only

Comments/Conditions: _____

PERMIT NOT VALID UNTIL SIGNED BY DEPUTY STATE FIRE MARSHAL

DSFM Signature _____ Print Name _____ Date _____

Application Approved Denied

SFM File # _____