



DEPARTMENT OF FORESTRY AND FIRE PROTECTION
Fire and Life Safety - South Division
 602 E. Huntington Dr. Ste A
 MONROVIA, CA 91016
 T: (626) 305-1908 F: (626) 305-5173
 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 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.

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 # _____

Contacted Local Government Department Contact _____
 Date Notified _____ Name & Title _____
 Phone _____