



# CAL FIRE OFFICE OF THE STATE FIRE MARSHAL

## GOVmotus Special Event Application

### Overview

The California Office of the State Fire Marshal (OSFM) Fire & Life Safety Division is the authority having jurisdiction for all Special Events on State of California owned, specified state occupied and state institution properties. To request a permit for a special event on state property, please complete the following information and submit this form with all applicable documentation to the OSFM Fire & Life Safety Division.

In addition to the information below, please include:

- OSFM Special Event Cover Page with the event name.
- Site map and schematic layout for the entire event.
- All applicable information for event activities, fabric flame resistance certifications, fireworks information etc.
- Emergency access for fire equipment must be provided (20' minimum).
- Location of all grandstands, stages, tents, temporary fencing, cooking areas, generators, vendors, etc.
- Location of all exits, path of travel to exits, and specify all exit and exit aisle widths.
- Location of tables and chairs and/or chair rows.
- Location of fire extinguishers and electrical panels.
- Seating with more than 200 chairs shall be bonded in groups of 3 or more chairs.
- Tents 20' from all buildings.
- No open flames without OSFM approval.
- Provide measurements on layouts for exit widths, access roads, gates, and stages.
- Reference the OSFM Special Event Tri-Fold.
- 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.
- INCLUDE THIS COVER PAGE AS THE FIRST PAGE OF YOUR MULTIPAGE FILE DURING FILE UPLOAD. See the Special Events section at our website.  
<http://osfm.fire.ca.gov/divisions/fire-and-life-safety-division/>

## APPLICATION INFORMATION

\*Project Name:

\*Project Description:

Alternate

Application Number

Master Permit  
Number

\*Permit Type

\*Plan Document  
Format (Electronic or  
Paper):

## PROJECT LOCATION

Location Name:

\*Address:

\*City/State:

\*Zip Code:

\*County:

SFM File Number  
Info

## APPLICANT INFORMATION

Business Name

\*First Name:

\*Last Name:

\*Address:

\*City/State:

\*Zip Code:

\*Phone Number:

\*Contact Preference

\*Email:

## OWNER INFORMATION



**GOVmotus Special Event Application**  
**Sample Information Required**

**\*Owner Name:** \_\_\_\_\_  
**Owner's Project Number** \_\_\_\_\_  
**\*Agency Billing Code:** \_\_\_\_\_  
**\*Address:** \_\_\_\_\_  
**\*City/State:** \_\_\_\_\_  
**\*Zip Code** \_\_\_\_\_  
Owner Contact Info \_\_\_\_\_  
**\*First Name:** \_\_\_\_\_  
**\*Last Name:** \_\_\_\_\_  
**\*Phone Number:** \_\_\_\_\_  
**\*Contact Preference** \_\_\_\_\_  
**\*Email Address:** \_\_\_\_\_

**SPECIAL EVENT INFORMATION**

**\*Type of Activity (Festival, Concert, Tradeshow, Other):** \_\_\_\_\_  
**\*Other Type of Activity** \_\_\_\_\_  
**\*Event Sponsor:** \_\_\_\_\_  
**\*Event Start Date/Time:** \_\_\_\_\_  
**\*Event End Date/Time:** \_\_\_\_\_  
**\*Estimated Daily Attendance:** \_\_\_\_\_  
**\*Event Description:** \_\_\_\_\_

**Authority**

I, the undersigned, am the person applying for the above permit. I hereby certify under penalty of perjury under the laws of the State of California, that all information contained in this application is true in every respect. I understand that additional information may be requested, and site inspections may be performed before permit issuance.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SAMPLE