



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](http://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.**

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**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 # \_\_\_\_\_