



OSFM Special Event Cover Page

Permit Number:

Event Name:

The Facility Representative shall complete a Special Event Application in GOVmotus. Event shall comply with all OSFM regulations including but not limited to:

- 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, 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/>

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 Marsha



DEPARTMENT OF FORESTRY AND FIRE PROTECTION

Fire and Life Safety Division - North

P.O. Box 944246
SACRAMENTO, CA 94244-2460
(916) 445-8550
(916) 324-3784 - 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 #