

How to complete the SFM Special Event Permit application for Cal Poly Humboldt events

****Completed SFM Special Event Permit applications must be uploaded to the corresponding reservation no less than 3 weeks prior to the event's date.***

Common triggers for the SFM Special Event Permit

- Use of open flame or heat sources, including candles, incense, grills, ceremonial or theatrical smoke/fire or catering setups using Sternos indoors.
- Alcohol service or consumption
- Food trucks
- An elevated stage or structure, such as light rigging
- Enclosed tent(s) or open tents over 700 sq. ft.
- Addition of 200+ chairs to the space
- A gathering outdoors of 150 or more (space dependent)
- Alternate power sources (generators or battery systems)

Examples:

- Using a gym as an exhibit hall.
- Using a parking lot as a concert venue.
- Hosting a food truck, fair or large activities on the University Quad.

DO NOT send the application directly to the Office of the State Fire Marshal. Instead, please upload as an attachment to your 25Live reservation and email ces@humboldt.edu and FMevents@humboldt.edu to notify them that the step is completed and it's ready for processing.

If your event has triggered the SFM Permit resource in your 25Live request, please follow the instructions below to complete and upload your 2-step application

How to create a site plan for your event (always required)

- Download an area map PDF of the space you plan to use for your event. You can find maps available in your location details in 25Live for many common event spaces, or reach out to CES@humboldt.edu for assistance. ***Site plans can be created using Adobe Acrobat or Adobe Illustrator. Please use the provided initial map as it already includes required markers such as fire extinguisher/ pull station, exits, and electrical panel labels - these are required to be included in your site plan.*
- Using the icons available on the provided site plans, or similar, indicate where the furniture or equipment will be placed for your event. Please use the scale bar provided to adjust the size of your icons to the correct dimensions. You will need to include a quantity and a description of the items in the map's legend. (**EX: 6 - 6 x 3 folding tables, 36 folding plastic chairs.**)

*****Events with multiple components or use of special equipment may require more details and a further advanced submission;***

- **Tents/ Canopies** with or without walls: If you will be using any pop-up canopies/ tents, you must indicate them on your site plan and include dimensions, with or without walls, and material content/ fire rating. Use of up to 7 (10 x 10), or 700 S/ft of pop-ups without walls is permitted without a SFM Permit required. Any tents with walls used must be placed at least 20 ft away from any building and will always require the SFM Permit when used at all.
- **Food trucks/ tents**, require dimensions & power sources/ gas information
- **Stages/ Elevated platforms** require dimensions, make/ model, and if stairs or ramps are in use.
- **Open flame/ smoke use** must be indicated on your site plan for placement and duration. This could include the use of Sternos for food heating (outdoors only), use of a fire pit/ patio heater, BBQ, or for ceremonial/theatrical purposes.
- **For equipment that requires access to power or water**, please additionally provide the power/ampage or water access needed.
- Once your site plan is completed, save the file as a PDF.

How to fill out the Permit Application

- Download a new [application](#).
 - **Page one:** please fill in the name field only. This should match the name of the event's reservation in 25Live and should include the reservation reference number for identification purposes.
 - **Page two:** Please review the information and reach out if there are any questions about what is needed on the site plan.
 - **Page three:** Please fill in all open fields about your event, and review the FAQ section of this document for common questions or errors made. Most importantly, please be sure to include details in the description field about why the event has triggered the SFM Permit requirement. As long as the quantity and dimensions are included in your site plan, a general description is OK. If not in your site plan, you will need to include all details (qty, dimensions, power levels, etc) in this description line for the Office of the State Fire Marshal to review. **EX: Adding furniture to open space, using pop-up canopies, offering catering w/o alcohol (or with alcohol).**
- Once your application is filled in, save it as a PDF, **delete the first 3 pages of instructions**, and upload the site plan as an additional page(s), to create one completed document. Update the name of your document to the same title used in your 25Live reservation, including the reservation reference number.
- Upload/ attach it to your 25Live reservation.
- Email CES@humboldt.edu and FMevents@humboldt.edu to notify them that the permit application materials have been uploaded and are ready for processing. ***This step must be completed no less than 3 weeks in advance of the event date.***

F.A.Q.

How do I know if my event requires an SFM Permit?

Review the triggers [here](#). If you are planning to have any of these elements present at your event, you may be required to provide an SFM Special Event Permit application by the 3-week deadline. Once submitted, it will be reviewed and processed or denied as not applicable.

Processing of the application can take up to 2 weeks after submission.

****For large, multi-faceted events**, please refer to the [Special Event Tri-fold](#), and plan on a longer submission timeline (4-6 weeks) to allow extended review and revisions. These events may want to schedule a consultation meeting with CES@humboldt.edu and FMEvents@humboldt.edu to assist with advanced planning needs.

What should I use for the Facility Name and address?

All applicants will generally use the same information in this section of the form, as general CPH information. The Facility name will be "Cal Poly Humboldt", and the address is our business address: "1 Harpst Street, Arcata, CA, 95521 - Humboldt County"

Who is the Facility Representative?

This should be the individual responsible for hosting/ organizing the event for the Campus Department/Organization. Generally, this is the same person listed on the 25Live reservation as the "Responsible person present at the event", and the contact phone/email should also match what's listed in the 25Live reservation.

Who is the Event Sponsor?

This is the Campus Department or Organization hosting the event.

What info is needed for the "Event Location/ Building"?

This is the physical space being used for the event, and can include multiple buildings and spaces with or w/o room numbers. *Should match the site plan as well

What do I need to include in my Event Description?

You should include a description of the activities taking place at the event, including anything that specifically triggers the SFM Permit based on these [triggers](#). As long as the quantity and dimensions are included in your site plan legend, a general description is OK. If not in your site plan, you will need to include all details (qty, dimensions, power levels, etc) in this description line for the Office of the State Fire Marshal to review. **EX: Adding furniture to open space, using pop-up canopies, offering catering w/o alcohol (or with alcohol).**

DO NOT send this form directly to the Office of the State Fire Marshal. Instead, please upload as an attachment to your 25Live reservation and email ces@humboldt.edu and FMEvents@humboldt.edu to notify that the step is completed and it's ready for processing.



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 # _____