



ORANGE COUNTY FIRE AUTHORITY

SPECIAL EVENT PERMIT INSTRUCTIONS

BEFORE YOU BEGIN

Contact the city where the event is taking place (for unincorporated areas, contact the County of Orange) to ensure compliance with their special event or temporary use permit requirements. If OCFA issues a permit and you have not obtained the necessary approvals from all other agencies that may require it, your OCFA permit will be null and void.

OCFA SPECIAL EVENT PERMIT APPLICATION PROCESS

- 1. SCREENING FORM:** If you have not already done so, complete the *Special Event Screening Form* (SES form) to determine whether you need to apply for an OCFA special event permit. If a permit application is required, complete steps 2 through 8 below. Include your completed SES form with your permit application to facilitate processing.
- 2. PERMIT APPLICATION:** Complete the top section of the *Special Event Permit* (SEP) form; read the "Statement" and sign the form.
- 3. GUIDELINE S-01:** If you are not familiar with OCFA's permit application process and submittal package requirements, please review Guideline S-01. Permit applications that are not accompanied by the minimum information outlined in the Guideline *and any and all applicable guideline attachments* may be returned as incomplete and/or delay processing of your permit.
- 4. LETTER OF INTENT:** Prepare a detailed letter with the following information:
 - A brief overview of the activity/event, including the types of activities, equipment, and amenities it will have (e.g., tents, amusement rides, cooking vendors, fireworks, propane heaters, generator).
 - Total expected attendance over the course of the entire activity/event and maximum peak attendance at any one time
 - Date and time of day the activity/event will be ready for inspection
 - Name(s) and phone number(s) of on-site contact(s) the inspector will be working with
- 5. PLANS and OTHER DOCUMENTATION:** Provide the information listed in Guideline S-01 *and any and all applicable attachments to that guideline*. This will include, but is not limited to, the information listed below:

Exterior Plans: Exterior plans are required for all activities/events. Include the following:

 - full property view with surrounding streets, other structures, and fire department access roadways (on-line maps work well for this) and hydrants
 - include a separate map showing street closures, if there will be any, and types and locations of barricades
 - provide distances between the event amenities, equipment, and other structures
 - if applicable, identify areas where cooking or other activities will take place and the location of any generators or other amenities
 - fences, barriers, and other obstructions to pedestrian or vehicle access

Interior Plans: interior plans are required for activities/events in a building or tent. Include the following:

 - placement of fire extinguishers;
 - location and width of exit doors/openings;
 - location of exit, no smoking, and other signage;
 - location of emergency lighting fixtures and their power source (battery, generator);
 - stages and platforms
 - tables and seating layout, including width of aisles between tables/seating areas
- 6. DECORATIVE MATERIALS:** Decorative materials that are not fire resistant are prohibited in tents and other interior gathering spaces with 50 or more people.
 - submit fire retardant certificates or similar documentation for any draperies, swags, paper/plastic/fabric wall coverings, artificial grass, hay bales, streamers, or other decorative materials that will be used.
- 7. LETTER FROM PROPERTY OWNER:** If the event will be held on property not owned by the applicant, a letter from the property owner granting permission may be required.
- 8. SUBMIT YOUR APPLICATION PACKAGE:** Email the information above to specialevents@ocfa.org or fax it to 714-368-8836. If you completed the SES form, include that in your submittal package as well. The submittal package must be received at least 10 working days before your event or an expedite fee will be applied. Email specialevents@ocfa.org or call 714-573-6254 if you have any questions or concerns regarding this process.



ORANGE COUNTY FIRE AUTHORITY

SPECIAL EVENT PERMIT

SEP

THIS SECTION TO BE COMPLETED BY APPLICANT

EVENT INFORMATION			
EVENT NAME			
<input type="checkbox"/> 1-DAY EVENT	<input type="checkbox"/> MULTI-DAY EVENT	EVENT DATE(S)	START & END TIME
SITE INFORMATION (Where the event is taking place)			
ADDRESS		CITY	ZIP
PROPERTY OWNER/AGENT		TITLE	PHONE
APPLICANT INFORMATION (Who's requesting the permit)			
BUSINESS OWNER/AGENT		COMPANY	PHONE
ADDRESS		CITY	ZIP
INSPECTION CONTACT		PHONE	EMAIL
IS THIS REQUEST ON BEHALF OF A CITY/COUNTY, SCHOOL DISTRICT, OR OTHER PUBLIC AGENCY? <input type="checkbox"/> No; <input type="checkbox"/> Yes, Agency:			
STATEMENT: I hereby acknowledge that I have read this application that all information given is correct, and that I am the Owner or duly authorized agent of the Owner. All permits or certificates issued shall be presumed to contain the provisions that the applicant, agent and employees shall carryout the proposed activities in compliance with all laws and regulations applicable thereto, whether specified or not, and in complete accordance with approved plans and specifications. Any permit or certificate which purports to sanction a violation of any applicable law or regulation shall be void, and any approval of plans and specifications in the issuance of such permit shall be likewise void.			
OWNER/AGENT (PRINT NAME)		SIGNATURE	DATE SIGNED
SEND FORM TO: SpecialEvents@ocfa.org, or fax to 714-368-8836			Questions? Call (714) 573-6254

THIS SECTION TO BE COMPLETED BY OCFA

SPECIAL ACTIVITY #	RECEIVED DATE
APPLICABLE PERMIT(S)/FEE(S) <input type="checkbox"/> M130 – MISC EVENT..... \$48 <input type="checkbox"/> AT1.1 – Tent (OTC).....\$202 x (hr) <input type="checkbox"/> AO1 – Open Burning/Bonfire.... \$202 x (hr) <input type="checkbox"/> M131 – MINOR EVENT..... \$147 <input type="checkbox"/> AT1 – Tent..... \$202 x (hr) <input type="checkbox"/> AF1 – Fireworks Stand..... \$122 <input type="checkbox"/> M132 – MAJOR EVENT..... \$294 <input type="checkbox"/> AC2 – Carnival/Fair..... \$202 x (hr) <input type="checkbox"/> AF2 – Fireworks (e.g. 4 th of July).....\$1876 <input type="checkbox"/> M150 – Admin/Drive..... \$70 x () <input type="checkbox"/> AC1R – Candle/Open Flame..... \$68 <input type="checkbox"/> AF21 – Fireworks (e.g., homecoming)..... \$469 <input type="checkbox"/> M152 – Time & Materials... \$202 x (hr) <input type="checkbox"/> AL1R – Liquefied Petroleum Gas..... \$68 <input type="checkbox"/> AF22 – Pyrotechnics (e.g. close proximity)...\$801 <input type="checkbox"/> M133 – Expedite..... \$ _____ <input type="checkbox"/> AF35R – Tank (e.g., generator)..... \$86 <input type="checkbox"/> Other \$ _____	
REVIEWED BY: ID # _____ DATE _____	<input type="checkbox"/> No OCFA permit required <input type="checkbox"/> Ops notification required
Res _____ Ins _____ Drv _____ Total _____	TOTAL DUE \$ _____
STATUS <input type="checkbox"/> Conditions Sent <input type="checkbox"/> Invoiced <input type="checkbox"/> Scheduled <input type="checkbox"/> Ops Notified <input type="checkbox"/> Tracker <input type="checkbox"/> QC <input type="checkbox"/> Other:	
CONDITIONS / LIMITATIONS OF PERMIT: <input type="checkbox"/> See attached conditions (# of pages: _____) Follow all permit conditions. <input type="checkbox"/> NO INSPECTION REQUIRED <input type="checkbox"/> INSPECTION REQUIRED Date: _____ Time: _____	AN INSPECTION WAS CONDUCTED AND THIS EVENT/ACTIVITY HAS BEEN FOUND TO BE IN COMPLIANCE WITH THE PROVISIONS OF THE CALIFORNIA FIRE CODE AND OTHER RELATED CODES AND ORDINANCES. THE INSPECTION INCLUDED A REVIEW AND APPROVAL OF ALL AREAS TO BE USED FOR THE SPECIAL EVENT/ACTIVITY AND ALL RELATED FIRE PROTECTION EQUIPMENT. INSPECTED BY: _____ ID#: _____ DATE: _____ If an inspection is required, this permit is not valid until signed by the inspector