



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.



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SPECIAL EVENT SCREENING FORM

SES

INSTRUCTIONS: Sections A, B, and C are to be completed by the event host, coordinator, or other authorized representative who is familiar with the overall scope and details of the proposed event.

- If the answer is “YES” to any of the questions from 4 to 10, a permit from OCFA is required. Refer to OCFA Guideline S-01 for application instructions and submittal requirements.
- If the only “YES” answers are for questions 1 to 3 and the answer is “NO” to all other questions, send this completed form to specialevents@ocfa.org (fax: 714-368-8836) and OCFA will contact you to let you know if you need to apply for a permit.
- If all answers are “NO,” an OCFA permit is not required. If another agency needs confirmation of this, send your screening form to specialevents@ocfa.org and we will complete the OCFA section at the bottom and return the form to you.

SECTIONS A, B, & C TO BE COMPLETED BY HOST OR AUTHORIZED REPRESENTATIVE
A. EVENT INFORMATION

EVENT NAME		
ADDRESS	CITY	ZIP
PROVIDE A DESCRIPTION OF THE EVENT—for example: “Wedding for 125 guests, 40x80 tent with side walls and candles, no cooking on site” or “Fair with carnival rides, 10 food booths, 40 game and vendor booths under E-Z Ups, 30x40 tent for eating area.” Attach a map/plan or additional pages as needed.		

B. PROPOSED ACTIVITIES and CONDITIONS: Does the event include any of the following?

YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	1. More than 300 guests/participants in attendance at any one time	Permit may be required
<input type="checkbox"/>	<input type="checkbox"/>	2. Street or road closures	
<input type="checkbox"/>	<input type="checkbox"/>	3. Overnight group outings not located in a designated camping area (e.g. at a park, golf course, school)	
<input type="checkbox"/>	<input type="checkbox"/>	4. Individual or adjacent tents/canopies/E-Z Ups/membrane structures that are either: A) 400 sq.ft. <i>with</i> one or more sidewalls, or B) 700 sq.ft. <i>without</i> sidewalls	Permit required
<input type="checkbox"/>	<input type="checkbox"/>	5. Cooking vendors other than food trucks, or cooking within a tent/canopy/E-Z Up/membrane structure	
<input type="checkbox"/>	<input type="checkbox"/>	6. Carnival or fair activities (e.g., rides, game booths, food vendors, or contests or demonstrations)	
<input type="checkbox"/>	<input type="checkbox"/>	7. Use of open flames (e.g., pit BBQ, candles, campfires/bonfires, fire performances, special effects)	
<input type="checkbox"/>	<input type="checkbox"/>	8. Pyrotechnics or fireworks (e.g., aerial or ground effects, close proximity, spark machines/fountains)	
<input type="checkbox"/>	<input type="checkbox"/>	9. Vehicle on display in an assembly space (e.g., tent, convention center, mall), or parked in any location for television/commercial/movie production	
<input type="checkbox"/>	<input type="checkbox"/>	10. Change of building use for the event (e.g., office or warehouse used for dining, concert, or party; retail space used for a maze or other attraction)	

C. CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the above is true:

Print name:	Signature:	
Phone Number:	Email:	Date:

Questions? Call (714) 573-6254

THIS SECTION TO BE COMPLETED BY OCFA

<input type="checkbox"/> OCFA Permit NOT Required	<input type="checkbox"/> OCFA Permit required <i>Submit a permit application to OCFA</i>
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Signature: _____	ID#: _____	Date: _____
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