



# City of Riverside Fire Department SPECIAL EVENT PERMIT APPLICATION



3900 Main Street 3<sup>rd</sup> Floor  
Riverside, CA 92522  
Ph. (951) 826-5737 Fax (951) 826-2539

**APPLICATION SHALL BE SUBMITTED NO LATER THAN  
10 BUSINESS DAYS PRIOR TO THE EVENT**

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT INFORMATION

Event Name: \_\_\_\_\_ Event Contact: \_\_\_\_\_  
Event Address: \_\_\_\_\_  
Cell Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of Event: \_\_\_\_\_  Indoor  Outdoor  Both  
Date(s) of Event: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Event Times(s): Start: \_\_\_\_\_ End: \_\_\_\_\_  
Number of people per day \_\_\_\_\_ Total number of people for the event \_\_\_\_\_

**Food & beverage:**  Not applicable

- Cooking on-site  Barbeques /grill  Deep fryers  Ranges  Woks  Propane (shall be secured from tipping over)
- Alcohol being served  Yes  No  Food truck(s)/trailer – How many \_\_\_\_\_  Other: \_\_\_\_\_
- Use of CO2 (carbon dioxide gas) cylinder(s) (shall be secured from tipping over)

**Tents:**  Yes  No (Over 400 square feet): with sidewalls: Number of tent(s): \_\_\_\_\_ (Copy of the fire retardant certification is required)

**Tents:**  Yes  No (Over 700 square feet): no sidewalls: Number of tent(s): \_\_\_\_\_ (Copy of the fire retardant certification is required)

**Decorative materials:** In all assembly occupancies all decorative materials shall be flame retardant treated, shall bear a State Fire Marshal tag on each panel and/or provide a certificate of flame retardant treatment for that product(s).

Will you be cooking in the tent:  Yes  No

**Propane heaters:** in tent(s):  Yes  No

**Indoor vehicle/motorcycle display:**  Yes  No

**Booths/canopies:** Number of booth(s)/canopies: \_\_\_\_\_

Maximum number of (7) 10'X10' booth(s)/canopies assembled together, requires a minimum clearance of 12 feet between each group of 7 booth(s)/canopies.

**Generators:**  Small portable generator – How many \_\_\_\_\_  Lg. generator on a trailer – # of \_\_\_\_\_ kW \_\_\_\_\_

**Pyrotechnics/fireworks:**  Yes  No

**Mock gunfire/cannon/special effects:**  Yes  No

**REQUIRED WITH THIS APPLICATION:**

The following plans shall be submitted in a clear and legible manner to scale/dimensions and on a standard 8 ½" X 11" or 8 ½" X 14 format; larger maps or blueprints may be necessary

**Site map** - • Indicating locations of event activities • tent(s) and/or booth(s)/canopies • distance from other temporary structures, buildings, property lines or booths • location of generators • vehicle parking areas • fire lanes • fire hydrants • fire department connections • roadways

**Floor plan** - • Exit locations and dimensions • exit doors • curtain(s) • placement of exit signs and emergency lighting • portable fire extinguishers • no smoking signs • cooking/open flames/candles/gel fuel/heaters • number of table(s)/chairs • table dimension • chair spacing • chair bonding • aisle locations - length & width • flooring material(s) • stage(s) or platforms

**Emergency Medical provided:**  Yes  No

**If yes, what type:**

First Aid  (BLS) Basic Life Support - Provided by: \_\_\_\_\_  (ALS) Advance Life Support – Provided by: \_\_\_\_\_  
 Fire Department standby (may require additional fees)

**PERMIT ISSUANCE INFORMATION**

All applications and fees (if applicable) shall be submitted a minimum of 10 business days in advance of the beginning date of the display or event. Permit fee: small \$338, large \$591 with inspection or \$85 no inspection. Additional fees may be required for multiple inspections. Failure to comply with the requirements(s) of the application and approved site map may result in an Administrative Citation with monetary fines and/or cancellation of your event. The Administrative Citation will be issued to the applicant and/or vendor.

I CERTIFY THAT ALL THE INFORMATION SUBMITTED IS CORRECT. I AGREE TO COMPLY WITH ALL LOCAL LAWS RELATED TO FIRE PREVENTION, AND TO THE RULES AND REGULATIONS ADOPTED BY THE CALIFORNIA STATE FIRE MARSHAL. I HEREBY AUTHORIZE REPRESENTATIVE OF THE FIRE DEPARTMENT TO ENTER UPON THE ABOVE-MENTIONED EVENT PREMISES FOR INSPECTION PURPOSES.

DATE: \_\_\_/\_\_\_/\_\_\_

APPLICANT'S NAME: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

**OFFICE USE ONLY**

Permit required:  Yes  No Permit number: \_\_\_\_\_

Inspection required:  Yes  No

Approved by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_