



ORANGE COUNTY FIRE AUTHORITY

Special Activity/Event Submittal Criteria Form

INSTRUCTIONS: Complete this form by providing event information, answering ALL the questions, and signing the Certification Section. If the answer is "YES" to any of the questions, a Special Activity Permit is required. Please submit a Special Activity Application to OCFA. If you need help or have questions about fire safety requirements, please contact OCFA at 714-573-6254 or visit 1 Fire Authority Road, Irvine, CA.

Event Name: _____

Address (street number & name, suite, city):

Special Event Scope: _____

Does the proposed event include any of the following conditions or activities?

YES NO

- 1. A canopy with sides greater than 400sqft.
- 2. A canopy without sides greater than 700sqft.
- 3. Multiple canopies side by side that adds up to more than 400sqft.
- 4. Cooking vendors.
- 5. Carnival or Fair activities.
- 6. Street or road closures.
- 7. Use of open flames (Candles, bonfires, Fire Performances).
- 8. Pyrotechnics or fireworks.
- 9. Vehicle displays in a building or canopy.
- 10. Overnight group outings not located in a designated camping area e.g. park, golf course, school.
- 11. **More than 300 guests/participants.**
- 12. Change of building use for the event. IE: (Office or warehouse used for dining, warehouse used for retail, office turned into a maze attraction).

OCFA Stamp

City or County staff: If all of the questions have been answered accurately as "NO" then you may accept this signed form as a written release that an OCFA Special Event permit is not required.

Certification Section:

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

Print name: _____ Signature: _____

Phone Number: _____ Date: _____

OCFA Reviewer: Based on the information provided by event planner, a permit required? YES / NO

Name _____ Date: _____ ID# _____

Email form to SpecialEvents@ocfa.org or fax to 714-368-8836