

Orange County Fire Authority

Community Risk Reduction

1 Fire Authority Road, Building A, Irvine, CA. 92602 www.ocfa.org 714-573-6180

Special Events: Application Process & Requirements



Guideline S-01

Serving the Cities of Aliso Viejo • Buena Park • Cypress • Dana Point • Garden Grove • Irvine • Laguna Hills • Laguna Niguel • Laguna Woods • Lake Forest • La Palma • Los Alamitos • Mission Viejo • Placentia • Rancho Santa Margarita • San Clemente • San Juan Capistrano • Seal Beach • Santa Ana • Stanton • Tustin • Villa Park • Westminster • Yorba Linda • and Unincorporated Areas of Orange County

Special Events: Application Process & Requirements

PURPOSE

Guidelines are established in order to facilitate compliance with applicable codes and regulations. The Orange County Fire Authority (OCFA) is responsible for enforcing certain code requirements pertaining to potentially hazardous activities, equipment, and structures commonly associated with special events, which are contained in the California Fire Code (CFC), the California Building Code (CBC), the California Code of Regulations (CCR) and other applicable codes and standards.

SCOPE

While this list is not exclusive, the following activities generally require a special event permit:

- Temporary tents, canopies, and membrane structures
- Construction and use of temporary structures like haunted houses and mazes
- Fireworks, spark machines, stage effects, and other pyrotechnics
- Fireworks booths
- Special effects using fire
- Fire dancing and other performances using fire
- Activities not in compliance with the building's certificate of occupancy (e.g., use of a warehouse for a concert, party, or similar gathering with 50 or more participants)
- Carnivals, festivals, and fairs
- Pit BBQs, bonfires, and campfires at other than designated campsites
- Use of candles inside of tents or other venues
- Display of vehicles in places of assembly such as a mall or tent or for television/commercial/movie production
- Cooking under a tent, canopy, or membrane structure; cooking vendors or demonstrations besides food trucks or cooking done in a permanent, approved kitchen
- Temporary generators with a fuel capacity over 60 gallons

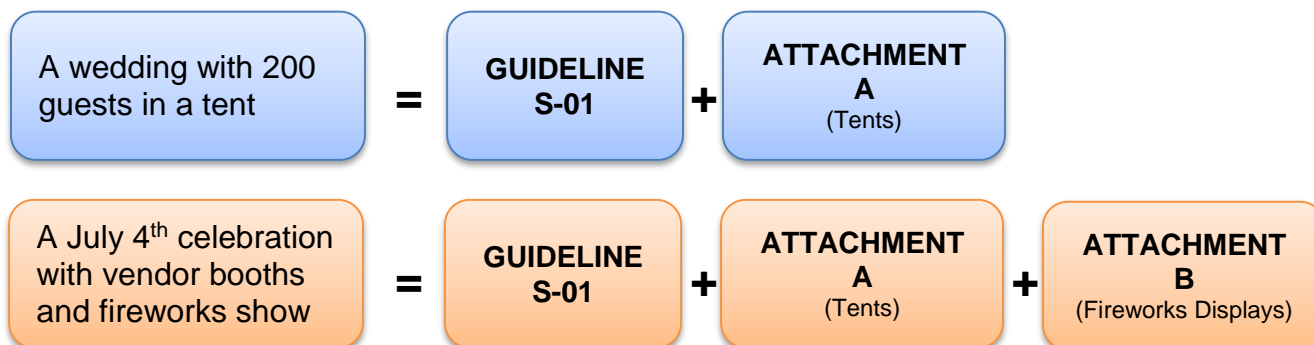
The following types of special events require notification to and evaluation by OCFA but may not require a fire department permit:

- Street or road closures, including obstruction of fire lanes on private property
- Overnight group outings not located in a designated camping area (e.g., at a park, golf course, school)
- Public gatherings and events with more than 300 participants

HOW TO USE THIS GUIDELINE

This guideline has two parts. The first part, this document, is intended to provide instructions on how to prepare and submit an application for a generic special event. The second part consists of a series of attachments that contain information specific to particular hazards, such as tents or fireworks displays. ***When preparing for a special event, it is necessary to provide the information and comply with the requirements in both this document and any and all pertinent attachments.***

For example...



SUBMITTAL & REVIEW PROCESS

Follow the process outlined below to prepare and submit your special event permit application.

1. Download and complete a Special Event Screening Form (SES), available on the OCFA Prevention Field Services webpage at ocfa.org, to determine whether a special event permit application is required.
2. If a permit application is required, prepare your application by following the instructions provided in:
 - a. the “Submittal Requirements” section of this guideline; and,
 - b. the “Additional Submittal Requirements” section of each pertinent attachment; and,
 - c. on the Special Event Permit (SEP) form, available on the Prevention Field Services webpage
3. Submit the completed application packet to specialevents@ocfa.org.
4. OCFA will review the event for compliance with applicable codes and, once the review has been completed, will contact the event organizer to:
 - a. schedule any necessary inspections
 - b. sign and return a copy of the conditions of approval
 - c. issue an invoice for the fees associated with the event

OCFA review of a special event or issuance of an OCFA permit does not automatically grant approval to hold the event—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. **All permits and conditions of approval for your event shall be posted at the site or kept in an approved location on the premises, and these documents shall be made available upon request by OCFA personnel, city/County staff, and law enforcement.**

FEES

Fees shall be determined by the inspector reviewing the application for the type of activity and the associated fire code permits in connection with the event. The most common special event permits and fees are listed on the Special Event Permit (SEP) form. A complete list of the fees adopted by the OCFA Board of Directors is located on the OCFA website at www.ocfa.org.

Fees shall be paid prior to any inspection or, if no inspection is required, prior to the beginning of the event. Fees may be charged after this if additional permits are found to be necessary as a result of the inspection or for overtime or time and materials expenses accrued during the inspection or over the course of the event. If the application is submitted less than 10 days prior to the scheduled event date, an expedite fee equal to the 50% of the total permit cost will be added to the invoice.

Fees may be paid on-line, by phone, or in person at 1 Fire Authority Road, Irvine CA. If you have any questions regarding the fees for your event, please call the local office assigned to your event.

SUBMITTAL REQUIREMENTS

In order to ensure adequate time to process plans and issue permits, the following must be provided to OCFA Prevention Field Services Section a minimum of **10 business days** prior to the date of event. In the case of haunted houses, grad night events, and other activities where Attachment C is used, applications are required **20 business days** prior to the date of the event. All applications shall be submitted electronically to specialevents@ocfa.org. The following information shall be provided, at a minimum, with each special event:

Letter of Intent

Provide a letter giving a brief overview of the event. Include the following information:

- types of activities, equipment, and amenities the event will have (e.g., tents, amusement rides, cooking vendors, fireworks, propane heaters, generator)
- total expected attendance over the course of the entire event and maximum attendance at any one time
- date and time of day the activity/event will be ready for inspection
- name and phone number of the contact(s) the inspector will be working with during review of the application and on-site during the inspection
- any special considerations associated with the event, such as road closures

Special activity permit application

The application is located at www.ocfa.org on the Prevention Field Services Section webpage. Complete the top section of the Special Event Permit (SEP) form, read the “Statement,” and sign the form.

Exterior Plans

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

- full property view with surrounding streets, other structures, fire hydrants, and fire department access roadways (Google Maps work well for this)
- include a separate map showing street closures, if there will be any, and types of barricades
- provide distances between the event amenities, equipment, and other structures
- show the location of all tents on the plan.
- 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 taking place 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

Street Closure

A map shall be submitted with any request to close public and private streets. City and/or private property owner(s) permission will be required for any proposed street closures.

Letter from Property Owner

If the property is not owned or leased by the applicant, a letter of permission is required from the property owner to hold the special event.

Other Information

Some types of special events, such as those involving tents or fireworks, require additional information as part of the application process. Please review the various attachments for Guideline S-01, and include the requested information from each attachment that applies to your event with your permit application packet.