



# ORANGE COUNTY FIRE AUTHORITY

P. O. Box 57115, Irvine, CA 92619-7115 • 1 Fire Authority Road, Irvine, CA 92602

Lori Smith, Assistant Chief/Fire Marshal

(714) 573-6254

[www.ocfa.org](http://www.ocfa.org)

IN ORDER TO SUBMIT A COMPLETE SPECIAL EVENT REQUEST PACKET, PLEASE PROVIDE THE FOLLOWING VIA EMAIL to [SpecialEvents@ocfa.org](mailto:SpecialEvents@ocfa.org) or fax to 714-368-8836

- **FIRST, BEFORE BEGINNING THE FIRE PERMIT PROCESS** - Contact the city where the event is being held for city compliance. If OCFA approves the event without the city knowing about it, OCFA's fire permit will be null and void.
- **EXPEDITE FEE** – A complete document packet shall be submitted ten working days before an event; otherwise an additional 50% of the base fee will be added to the cost.
- **LETTER OF INTENT** – Submit a letter explaining what the event is about; include the dates the event will begin and end, the time of day the tent or event will be ready for inspection, contact names and phone numbers. Also include the number of participants/customers you anticipate attending the event.
- **SPECIAL ACTIVITY PERMIT APPLICATION** – Complete the white areas only and sign.
- **TENTS/CANOPIES** – Submit fire retardant certificates. These can be obtained from the tent company.
- **PLOT PLANS** – Exterior *and* interior plans are required. **Exterior:** Include full property view with streets, other structures and fire access (Goggle Maps work well for this). Show distances between the event and other structures. Include all tent locations on this map. If applicable, identify which tents/canopies will be used for cooking. **Interior:** Include placement of fire extinguishers, generators, exits, stages, aisles and seating configurations under tents.
- **STREET CLOSURES** – If applicable, include a map showing street closures.
- **LETTER FROM PROPERTY OWNER** – If the event will be held on property not owned by applicant, a letter from the property owner granting permission may be required.
- **FEE PAYMENT** – We accept Visa, Mastercard, Discover and checks. No cash accepted. The fee will be determined after a specialist has evaluated the packet submitted and you will be contacted with an invoice and final permit.

Please contact us at [SpecialEvents@ocfa.org](mailto:SpecialEvents@ocfa.org) or call 714-573-6254 if you have any questions or concerns regarding this process.



**ORANGE COUNTY FIRE AUTHORITY**  
**SPECIAL ACTIVITY PERMIT**

SPECIAL ACTIVITY #

Shaded areas for OCFA use only

RECEIVED DATE

**APPLICANT INFORMATION** (Who's responsible for the permit)

OWNER/AGENT  COMPANY   
 ADDRESS  CITY  ZIP CODE   
 INSP CONTACT  PHONE  EMAIL

**SITE INFORMATION** (Where the event is taking place)

EVENT NAME  EVENT VENUE   
 EVENT ADDRESS  CITY  ZIP CODE   
 OWNER/AGENT  TITLE  PHONE   
 DATE(S) OF PROPOSED EVENT  TO  or EVENT DATE

**APPLICABLE PERMIT(S), SEPARATE APPLICATION REQUIRED FOR EACH BUILDING/BUSINESS LOCATION OR PERMIT TYPE.**

PERMIT #	PERMIT DESCRIPTION	COST OF PERMIT
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

THIS PERMIT IS VALID BEGINNING:  AND EXPIRES ON:

**NO OCFA PERMIT IS REQUIRED FOR THIS EVENT.**

**CONDITIONS / LIMITATIONS OF PERMIT:** (Attach additional sheet(s) if necessary)

See attached conditions.

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 permit 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.

**AN INSPECTION WAS CONDUCTED AND THIS OCCUPANCY 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.**

SIGNATURE (OWNER/AGENT):  DATE SIGNED:

INSPECTED BY:  DATE APPROVED:

CHECK #:  CHECK AMOUNT:  PAID BY:  DATE:

AR#:  RECEIVED BY:

NOT VAILD UNTIL SIGNED BY INSPECTOR  
 Send form to: SpecialEvents@ocfa.org  
 (714)-573-6254



# 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 700sqft.
- 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).

### 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 the event planner, is a permit required? YES / NO

Name \_\_\_\_\_ Date: \_\_\_\_\_ ID# \_\_\_\_\_