



ORANGE COUNTY FIRE AUTHORITY

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 |
| <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 |
| <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) |

Permit *may*
be required

Permit required

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

☐ OCFA Permit NOT Required

☐ OCFA Permit required **Submit a permit application to OCFA**

Signature: _____ ID#: _____ Date: _____