



## Special Event Permit Application

**You must have an approved Special Event permit from the San Luis Obispo County Planning Department prior to applying with the Fire Department.**

The operational permit issued by County Fire is to ensure all life safety measures are being met and it is not approval for the event.

An invoice will be generated upon submission of this application. All application fees must be paid prior to permit issuance.

Applications shall be submitted not less than 60 days prior to the event.

### APPLICANT INFORMATION

1. Application date \_\_\_\_\_
2. Event date(s) \_\_\_\_\_
3. Applicant/Event Contact Person \_\_\_\_\_
4. Address \_\_\_\_\_
5. City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
6. Phone \_\_\_\_\_ cell phone \_\_\_\_\_
7. Email \_\_\_\_\_

### EVENT INFORMATION

Type of event: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Start time (must include set-up) \_\_\_\_\_

End time (must include clean-up) \_\_\_\_\_

Estimated number of Staff \_\_\_\_\_ Attendees \_\_\_\_\_ Vendors \_\_\_\_\_ Vehicles \_\_\_\_\_

Will tents and/or temporary structures be utilized? [ ] Yes [ ] No

**REQUIRED INFORMATION WITH APPLICATION SUBMITTAL**

Outdoor assembly events are regulated by Section 3106 of the California Fire Code. San Luis Obispo County Fire requires applicants to obtain an operational permit prior to the event. The applicant is responsible for submitting plans which include:

1. Access for emergency equipment
2. Fire service features (water supply/hydrant locations)
3. Occupancy load and means of egress.
4. Public Safety plan (CFC403.12.2)
5. Vegetation management plan
6. Cooking appliance use and protection
7. Liquified petroleum gas use and locations
8. Electrical equipment and wiring
9. Generator locations
10. Portable fire extinguisher locations

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Applicant Signature

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Date

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Permit fees: \$234 for a minor operational permit (Z30A) under 1,000 people with tents meeting CFC Chapter 31  
\$414 for a major operational permit (Z31A) over 1,000 people with or without tents

Submission of completed application – the applicant must complete, sign, date and add supplemental documentation to this application before submitting to: CAL FIRE/San Luis Obispo County Fire, 635 N. Santa Rosa Street, San Luis Obispo, CA 93405 or email in PDF format (no drop boxes) to [Loree.McRoberts@fire.ca.gov](mailto:Loree.McRoberts@fire.ca.gov)

Please call (805) 593-3490 if you have any questions.