SPECIAL EVENT PERMIT

NAME: ___________________________  EMERGENCY PHONE#: ___________________________

ADDRESS: ___________________________  CITY: ___________________________

CONCESSION COMPANY: ___________________________  PHONE#: ___________________________

PERMISSION IS HEREBY GRANTED IN ACCORDANCE WITH SECTION 4.101 OF THE LOS ANGELES COUNTY FIRE CODE AND TITLE 19 OF THE CALIFORNIA ADMINISTRATIVE CODE, FOR THE FOLLOWING:

TO OPERATE A CARNIVAL OR SIMILAR EVENT UNDER THE FOLLOWING CONDITIONS:

1. A letter be filed with the local Fire Prevention office outlining in detail the proposed event with accompanying plot plan showing all concession stands, rides (denote gas or electric), generators, tents, fencing/barricades and exits. This is to be submitted at least 10 days prior to event.

2. All cooking areas shall have at least one U. L. or A. G. A. approved 2A10BC fire extinguisher serviced and tagged by a licensed agent. All gas cooking appliances shall have U. L. approved 100% fuel safety shutoff devices which operate in the event the cooking flame is extinguished.

3. All commercial kitchens (food kitchens) shall have fixed extinguishing systems for hoods, ducts and cooking appliances. The system shall be serviced and tagged by a licensed agent.

4. Gas or diesel equipment shall have at least one U. L. approved 40BC fire extinguisher within 20’ feet of equipment.

5. All motor vehicles shall be removed from public areas prior to event opening.

6. A field inspection will be made by the Fire Department after the event is set up, but prior to being open to the public, to insure all Fire Department requirements have been met.

7. Additional permits are required for the following:
   - Tents and air supported structure
   - Places of assembly

8. The following must also be obtained
   - Health Department approval
   - City business licenses or permits to operate
   - Building & Safety permits & approval

ADDITIONAL REQUIREMENTS

DATES & TIME OF EVENT: ___________________________  THROUGH: ___________________________

Inspector ___________________________  Fire Department Representative ___________________________

Event Representative ___________________________

FORM P.S.2
COUNTY OF LOS ANGELES
FIRE DEPARTMENT
FIRE PREVENTION BUREAU
SPECIAL EVENT PERMIT

FIRE DEPARTMENT APPROVAL FOR A SPECIAL EVENT AS REGULATED AND DEFINED IN SECTION 2504 OF THE COUNTY OF LOS ANGELES FIRE CODE (LACC TITLE 32) REQUIRES DETAILED INFORMATION TO BE SUBMITTED IN ORDER TO CHECK FOR APPLICABLE LAWS AND CODES.

Return this form along with a detailed letter and rough scale plot plan describing the event you are proposing. Include a description of the event, dates, times, and any special information that is requested. Show distance from structures and parking areas. Show dedicated access to the event and any other pertinent details relating to emergency and fire safety issues such as fire hydrants, sprinkler connections, generators, tents, canopies, public rides, cooking areas dry weeds and grass, parking, fencing, barricades, etc. involved in the event.

Type of event: ____________________________

Location of event: ____________________________

Date/Time of the event: ____________________________

Promoter's name: ____________________________

On site event responsible person: ____________________________

Event person and phone number: ____________________________

Number of concession stands: ____________________________

Expected attendance: ____________________________

Medical services available on site?   ( ) Yes   ( ) No
Providing security Personnel?   ( ) Yes   ( ) No
Using flammable liquids or gas?   ( ) Yes   ( ) No
Using tents or canopies?   ( ) Yes   ( ) No
Using cooking/heating equipment?   ( ) Yes   ( ) No
Altering access roads/exits?   ( ) Yes   ( ) No
Using fireworks?   ( ) Yes   ( ) No
Open burning or fires?   ( ) Yes   ( ) No

If you answered yes to any of the above questions, please include detailed information about each item in your application letter, show details on the plan.

Print name/Sign/Date
COUNTY OF LOS ANGELES
FIRE DEPARTMENT

FIRE PREVENTION DIVISION

CARNIVAL & FAIRS PERMIT REQUIREMENTS

Appendix Chapter 1, section 105.6.4 of the Los Angeles County Fire Code states that permits required by the Fire Code shall be obtained from the fire code official. A operational permit is required to conduct a carnival or fair.

Location, Access and Parking Location of tents, canopies, temporary membrane structures, fire access roads, parking of automobiles and locations of other internal combustion engines shall comply with Article 32. Access roads shall have an unobstructed width of not less than 20 feet (6096mm) and an unobstructed vertical clearance clear to the sky.

Fire Appliances Fire appliances shall be provided for the entire midway, as required by the chief. Maximum travel distance to a portable fire extinguisher shall not exceed 75 feet (22860mm).

Electrical Equipment Electrical equipment and installations shall comply with the Electrical Code.

Concession Stands Concession stands used for cooking shall have a minimum 10 feet (3048mm) clearance on two sides and shall not be located within 10 feet (3048mm) of amusement rides or devices. Concession stands shall be inspected by the Fire Department prior to opening. All gas-operated appliances used for cooking shall be UL listed. Gas operated appliances may be used under the following conditions: 1) Canopies and tents under which cooking is conducted shall meet the standards of Title 19, CCR, Chapter 8, for flame retardancy, 2) Sides and rear of tents shall be raised 6 inches (152.4mm) to 12 inches (304.8mm) above ground level to facilitate ventilation, 3) All cooking appliances shall have a UL or AGA approved fuel shut-off safety device which operates in the event the cooking flame is extinguished, 4) All Fuel cylinders, tanks and containers shall be located outside the concession stands and secured to prevent tipping over, 5) Provide a minimum of one 2A10BC portable fire extinguisher within 30 feet (9144mm) of cooking areas, (Provide one 40BC portable fire extinguisher where deep-fat fryers are used.), 6) All weeds, grass, brush, trash and other combustibles shall be kept not less than 10 feet (3048mm) from LP-gas tanks or containers.

Internal Combustion Engines Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours. Refuelling shall be conducted only when ride is not in use. Internal combustion engines shall be isolated from contact with the public by physical guards, fencing or an enclosure. A minimum of one 2A10BC portable fire extinguisher shall be provided.

Tents and Canopies An operational permit is required to operate an air-supported temporary membrane structure or a tent having an area in excess of 200 square feet (19 m2), or a canopy in excess of 400 square feet (37 m2).

Provide the Fire Department a letter of description outlining in detail your proposed 'fair/festival'. Provide a plot plan of the event and indicate on the plan ho locations and dimensions of the following: all concession stands, all public rides (denote electrical or gasoline operated), all tent locations (tent locations shall comply with Article 32), generators, flammable and/or combustible liquid storage, Fire Department access to within 150 feet (45.72m) of all tents, concession stands and structures, fencing and barricades.

The determination for requiring a Fire Safety Officer will be made upon reviewing the plot plans, event location and projected public attendance.

Additional permits may be required from other agencies including local Building & Safety Departments, and Cal-OSHA for temporary amusement rides. Additional permits from the Fire Department may be required for public assembly and LP-gas use.

Additional Requirements
Rev.01/09

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