



SANTA MONICA FIRE DEPARTMENT FIRE PREVENTION DIVISION

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SPECIAL EVENT PERMIT APPLICATION

REQUEST FORM

Please submit this completed application to the Fire Prevention Division for review and approval. Applications shall be submitted 7 business days in advance of the event to ensure sufficient time for review and processing. Applications requiring additional follow-up, resubmittals, and/or site plan changes may be subject to the Special Event Review fee of \$450.51. Large Special Events requiring set-up prior to the day of the event, may be subject to a Large Special Event Review fee of \$2,089.51. Please allow a minimum of 2-3 days for your application to be reviewed and approved. [FY 2025-26]

EVENT INFORMATION	Event Name:			
	Location:			
	Sponsoring Organization:		Type: Check All that Apply	
	Event Description & indicate use of generator:		<input type="checkbox"/> Concert / Performance	<input type="checkbox"/> Reception
			<input type="checkbox"/> Festival	<input type="checkbox"/> Sales
			<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Sporting
<input type="checkbox"/> Parade / Procession			<input type="checkbox"/> Tournament	
<input type="checkbox"/> Other:				
Event Date(s):		Start Time:	End Time:	
Event Setup:	Event Tear Down:	# of Attendees:		

Applicant of company and/or individual that the permit will be issued to.

APPLICANT INFORMATION	Name/DBA:	Contact Name:
	Address:	Telephone:
	City, State Zip:	Email:

SITE PLAN

Must attach a reproducible layout of the event with all the following applicable items:

- | | | |
|---|--|---|
| <input type="checkbox"/> Area Restriction Devices (i.e. Barricades) | <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Stage |
| <input type="checkbox"/> Emergency Exits | <input type="checkbox"/> Map of Route for Parades, Races, etc. | <input type="checkbox"/> Tents/Temporary Structures |
| <input type="checkbox"/> Emergency Vehicle Access 20ft. min. width | <input type="checkbox"/> Generator | <input type="checkbox"/> Vehicle(s) |
| <input type="checkbox"/> Equipment Requires Electric Power | <input type="checkbox"/> LPG | |

FIRE SAFETY OFFICER CONSIDERATIONS

Depending on expected attendance, event location and other factors, an on-site Fire Safety Officer (FSO) will be needed. Below are some common factors for an FSO requirement:

- | | |
|---|--|
| <input type="checkbox"/> Barker Hangar Events with More than 299 People | <input type="checkbox"/> Significant Change of Use |
| <input type="checkbox"/> Generator Greater than 2k | <input type="checkbox"/> Tents with 500 or More People |

ERECT A TENT, CANOPY OR MEMBRANE STRUCTURE

A permit must be issued, if a tent is over 400 sq. ft. (regardless of use) or a tent, canopy or membrane structure will be installed by a third party. Contact Building & Safety regarding tent, canopy and membrane structure requirements.

Tent Installed By:

Contact Party:

Telephone Number:

Please fill in quantity and size. The other columns will populate when completed online.	Quantity	Size		Area	Total	
			X			
			X			
			X			
			X			
			X			
Total # of Tents & Canopies				Total Floor Area	0	

Square Footage Fees	401 - 2000	\$ 244.07
	2001- 5000	\$ 347.29
	5001+	\$.0669 per sq.foot

ACTIVITIES/USES PERMIT FEE(S)

Check all the applicable operations. The Santa Monica Fire Department must approve and permit each activity/use. Please note that fireworks, special effects, sparklers, and lighting pyrotechnics are not permitted for Special Events.

- Candles/Open Flame \$175.25
- Carnivals/Fairs \$162.71
- Christmas Tree Lot \$347.29

- LPG/Propane Used for Heating or Cooking \$128.30
- Motor Vehicle(s) In Building \$140.85

Erect Tents Fee	\$ 0.00
Other Activities/Uses Fee(s)	\$ 0.00
Expedite Review Fee	
TOTAL FEES	\$ 0.00

Additional fees may apply, including Fire Safety Officer. The Fire Department will confirm the Final Fees. Payment must be received 3 business days before the event. A permit will not be issued until fees are paid.

Application is made to the Santa Monica Fire Department for review of plans, inspection and approval of the described activity or work that will meet all applicable standards. No work and/or event will take place until a Fire Department permit is received. We understand working without approved event plans and a permit will result in delays, an investigation, and additional penalties fee. A "stop work" order may be issued for the project until the investigation is complete and all fees paid.

Contractor or Authorized Representative Signature

Date