



Corona Fire Department

Special Events Operational Fire Code Permit Application

PURPOSE

Application is hereby made for permit(s) required by the 2022 edition of the California Fire Code. A permit constitutes permission to store, use, or handle materials; or to conduct processes that produce hazardous conditions to life or property. Such permission shall not be construed as authority to violate, cancel, or set aside any provisions of the Fire Code. Such permit shall not take place of any other permit or license required by law. Please complete the following information, attach any required plans or documentation, and remit permit fee(s).

INFORMATION

Applicant Name: _____ Application Date: _____

Business Name: _____

Email Address: _____ Phone: () -

Business Address: _____

Street Address: _____ Unit: _____ Zip: _____

EVENT INFORMATION

Event Name: _____

Site Address: _____

Street Address: _____ Unit: _____ Zip: _____

Describe Event: _____

Event Location: Indoors Outdoors Both 1 – Day Event Multi – Day Event

Dates/Times: _____

Start Date: _____ End Date: _____ Start Time: _____ End Time: _____

Nonprofit Event: Yes No Nonprofit Tax ID: _____

CONTACT INFORMATION

On Site Contact: _____ Same as Applicant:

Email Address: _____ Phone: () -

PERMIT TYPES

Please review the following operational fire code permits. Select all that apply.

Amusement Buildings	105.5.3
Carnivals and Fairs	105.5.5
Exhibits and Trade Shows	105.5.15
Explosives/ Fireworks	105.5.16
Hazardous Materials for Events per CMC	105.5.22.1

Open Flames and Candles	105.5.36
Outdoor Assembly Event	105.5.38
Places of Assembly	105.5.39
Pyrotechnic Special Effects Materials	105.5.42
Tents and Temp. Membrane Structures	105.5.33



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SUPPORTING DOCUMENTS

Special Event applications must be submitted with the following supporting documents. This application and supporting documents must be submitted no later than 10 business days prior to event start.

All event application packets must include the following required supporting documents:

- **Letter of Intent**
 - A brief overview of the activity/event, including the types of activities, equipment, and amenities it will have (e.g., tents, amusement rides, cooking vendors, fireworks, propane heaters, generator).
 - Include a schedule of events if applicable.
 - Total expected attendance over the course of event and maximum peak attendance at any one time.
- **Site Plan**
 - **Exterior Plans:** The following information shall be shown for all events:
 - Overall property view with surrounding streets, other structures, vehicle parking areas and fire department access and fire hydrants.
 - Include a separate map showing street closures and types and locations of barricades, fences, and other obstructions to pedestrian or vehicle access.
 - Identify where cooking or other activities will take place and any generators, rides, stages, or other amenities. Provide distances between event amenities, equipment, and other structures.
 - Identify where any hazardous materials will be used or stored and their use.
 - All emergency equipment on site including fire extinguishers.
 - **Interior Plans:** The following information shall be shown for all events to be held indoors or within tents:
 - Location and width of exit doors/openings and exit signs.
 - Tables and seating layout, including width of aisles between tables/seating areas.
 - All emergency equipment on site including fire extinguishers.
- **Letter from Property Owner**
 - If the event will be held on property not owned by the applicant, a letter from the property owner granting permission may be required.

Additional supporting documentation may be required based on type of permit and may include the following:

- **Flame Retardant Certification of Materials**
 - All tents and temporary membrane structures must have fire retardant documentation provided.
 - Decorative materials that are not fire resistant are prohibited in tents and other interior gathering spaces with 50 or more people. Submit fire retardant certificates for any decorative materials used.
- **Emergency Action Plan**
 - All outdoor assembly events with over 300 occupants, amusement buildings including haunted houses and other high-risk events will require an emergency action plan.
- **Explosives and Fireworks**
 - All fireworks permit applications shall include additional permit documentation as required per Corona Fire Department Fireworks Guideline.

Fire Department Use Only:

Received Date: _____ Processed by: _____ Assigned Inspector: _____

Permit # FRFC: _____ Permit Fee Each: \$205.00 Paid: _____

30 Day Late Payment Fee: \$75.00