

**OFFICE OF THE STATE FIRE MARSHAL**

Designated Campus Fire Marshal  
Office of Emergency Services  
University of California Santa Cruz  
1156 High Street, Santa Cruz CA 95064



**SPECIAL EVENT APPLICATION AND PERMIT**

Facility Name \_\_\_\_\_

Facility Address \_\_\_\_\_

Facility Representative \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

**TYPE OF ACTIVITY**

FESTIVAL  CONCERT  OTHER \_\_\_\_\_

Event Location/Building \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Estimated Daily Attendance \_\_\_\_\_

Event Time(s) Start \_\_\_\_\_ Finish \_\_\_\_\_

Event Description

A site and floor plan must be submitted to the Designated Campus Fire Marshal for approval **10 days prior to the event.**  
At minimum the items listed below shall be shown and identified on the plans;

1. Emergency access for the fire equipment must be provided.
2. Location of all grandstands, stages, tents, temporary fencing, cooking areas, generators, vendors, etc.
3. Location of all exits, path or travel to exits, and specify all exit and exit aisle widths.
4. Location of tables and chairs and/or chair rows.
5. Location of fire extinguishers and type of extinguisher.

**Final approval of the permit may be subject to a field inspection. Stand-by personnel may be required for the event at the discretion of the Designated Campus Fire Marshal.** An Open Flame / Cooking permit may be required depending on the type of event and shall be included with submission of application. This event shall be conducted in accordance with the Fire and Life Safety requirements of Title 19, Title 24, and the conditions noted on the Special Events Inspection Checklist. **Non-compliance with either the code requirements or the noted conditions shall invalidate this permit.**

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**For Department Use Only**

Comments/Conditions

**PERMIT NOT VALID UNTIL SIGNED BY DESIGNATED CAMPUS FIRE MARSHAL**

AHJ Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Application  Approved  Denied Special Event File # \_\_\_\_\_