Special Event Permit Application Procedure

Special Event Permit Requirement:
The Office of the State Fire Marshall (OSFM) requires that events meeting one or more of the criteria below must apply for a Special Event Permit.

- Cooking/Food preparation with a heat source
- Tents/Canopies
- Stages/Grandstands
- Temporary fencing
- Seating with more than 200 chairs
- Activity within a parking lot (other than parking vehicles)

Permit Application Process:
Event Coordinators shall complete and submit a Special Event Application in GOVmotus for approval 10 days prior to the event by following the steps outlined below.

1. Register for an account.

2. After registration is completed, log into your account.
3. Select “Apply for a New Permit”.

4. Under Application Information, enter “Project Name” and “Project Description”.

5. For “Permit Type”, Select “Special Event (SE)”. 
6. Next select the “Paper” option from the “Plan Document Format”. Do not select “Electronic”, this will send the application to the state office in Sacramento, and not the local office in LA County, thus further delaying the review process.

7. Enter the appropriate information for the remaining fields. (Project Location, Applicant Information, Owner Information, and Special Events)

   a. Project Location
b. Applicant Information

- Business Name
- First Name
- Last Name
- Address
- City
- State
- Zipcode

Contact Info

- Phone Number
- Fax Number
- Contact Preference
- Cell Number
- Email/Application Owner

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c. Owner Information

- Owner Name
- Owner's Project Number
- Agency Billing Code
- Bill To
- Address
- City
- State
- Zipcode

Owner Contact Info

- First Name
- Last Name
- Phone Number
- Fax Number
- Contact Preference
- Cell Number
- Email
d. Special Events

8. Click “Submit Application”. A pop-up window will come up providing an opportunity to attach the required documents.

9. Attach the documents (i.e., event plan and campus emergency access map).

10. After the application is submitted, an email confirmation will be sent to the applicant, and which will include the GovMotus permit application number. Notify the fire marshal that a permit application has been submitted and include the application number. The fire marshal can be reached at: jose.duenas@fire.ca.gov.

**Required Attachments**

A site and floor plan must be attached to the application. At a minimum the items listed below shall be shown and identified on the plan:

1. Emergency access for fire equipment must be provided (see Appendix A).
2. Location & sizes of all grandstands, stages, tents, temporary fencing, cooking areas, generators, vendors, etc. (see Appendix B).
3. Location of all exits, path of travel to exits, and specify all exit and exit aisle widths.
4. Location and quantity of tables and chairs and/or chair rows.
5. Location of fire extinguishers and/or electrical panels.

- 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 Office of the State Fire Marshal.
- An email confirmation will be sent to the email address(es) listed on the application; additional information may be requested by the OSFM. Please contact Jose Duenas at jose.duenas@fire.ca.gov with any questions. Once the permit is issued, send a copy to Risk Management at riskmanagement@csudh.edu.