



RISK MANAGEMENT

Special Event Permit Application Procedure

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Do You Need a Permit?

Event Coordinators shall complete and submit a Special Event Application and associated documents in [GOVmotus](#) for approval ten (10) days before the event date by following the steps outlined below. **If the Special Event Application is not submitted 10 days before the event date, the permit application will need to be reviewed by an OSFM supervisor, which will delay the issuance of the permit.**

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)

Electronic Event Site/Floor Plan Review

**Please see the information provided below before submitting your documents and the [Getting Started section](#).*

All Special Event Site/Floor Plans submitted for review must meet the following requirements or will be returned unprocessed:

- The OSFM Special Events Cover Page must be included as the first page of the submittal in accordance with the [Drawing File Requirements](#).
- Must not contain pre-printed SFM approval stamp block and language.
- File types for uploading shall be in accordance with the [File Type Requirements](#).
- Accepted sheet size will be in accordance with the [Title Block Configuration and Stamp Location](#).
- Title Block and special events cover page configurations shall be in accordance with the [Title Block Configuration and Stamp Location](#).
- Files shall be in accordance with [Electronic File Naming Standards](#).

Drawing File Requirements

- Drawing Files: For Special Events, all documents must be uploaded as one multi-page PDF document, with the [OSFM Special Events Cover Page](#) as the first page.
 - Every PDF document (Including the cover page) must contain an identifier in the bottom right corner of the document reflected as V1, V2, V3, etc. V1 is the first time the PDF document was submitted; V2 is the second time; V3 is the third; etc.
- At a minimum, the items listed below shall be shown and identified on the plan/drawing:
 - Emergency access for fire equipment must be provided (see [Appendix A: sample layout](#)).
 - Location and Sizes of all grandstands, stages, tents/canopies, temporary fencing, cooking areas, generators, vendors, etc. (see [Appendix A: sample layout](#)).
 - Locations of all exits, the path of travel to exit, and specify all exits and exit aisle widths.

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- Location and quantity of tables, chairs, and/or chair rows.
- Locations of fire extinguishers and electrical panels.

File Type Requirements

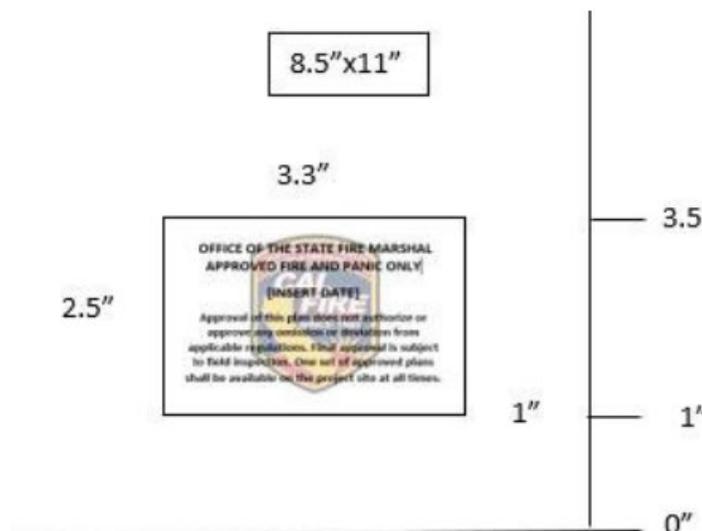
Acceptable Formats	
Drawing/Documents	.PDF

Electronic File Name Standards

- The file name shall be the name of the event. No abbreviations.
- Please limit the number of characters in the file name to 35 characters or less, no dashes, no special characters (&, %, #, etc.), and **do not** include the date or version numbers.
- Resubmittals: After a review by the OSFM, the entire submittal must be uploaded again and must be named exactly the same as the original file to allow for versioning.
 - All PDF documents in the resubmittal must have an identifier in the bottom right corner of the document reflected as V1, V2, V3, etc. V1 is the first time the PDF document was submitted; V2 is after the full initial review; V3 is after the second full review; etc. Pages you want to remove from the resubmittal do not need to be included in the upload, along with the rest of the pages in the submittal.

Title Block Configuration and Stamp Location

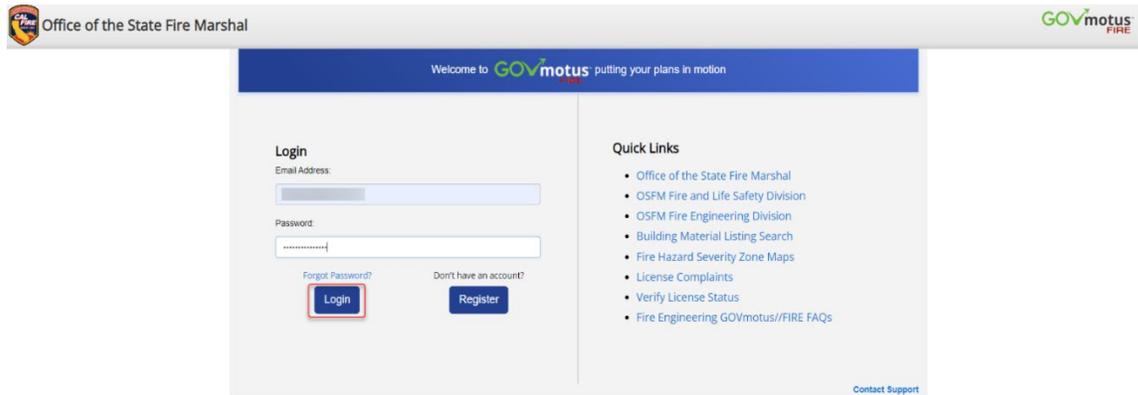
The following locations are identified to ensure the OSFMA Approval Stamp is visible and not truncated when viewed. Special Events must have the first page of the submittal be the OSFM Special Events Cover Page, which already has the area cleared for the approval stamp on the 8.5”x11” page.



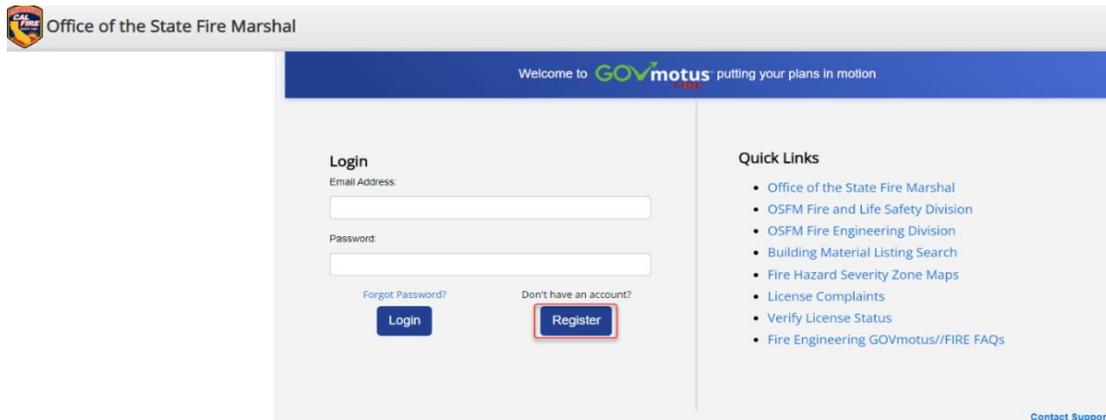
Getting Started

Step 1: Register for an account on GOVMotus at <https://calfire.govmotus.org/>.

- If you already have a GOVMotus account, log in to your existing account.



Step 2: After registration is completed, log into your account.



Step 3: Select "Apply for a New Permit".



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

Application Information

* Indicates required field

* Jurisdiction

Application Information: Please select a Jurisdiction

* Project Name
100 characters remaining

* Project Description
4000 characters remaining

Step 5: For “Permit Type,” Select “Special Event (SE).”

Application Information

* Indicates required field

* Jurisdiction

* Project Name
100 characters remaining

* Project Description
4000 characters remaining

Alternate Application Number

Master Permit Number

* Permit Type

Step 6: Select the “Electronic” option from the “Plan Document Format”.

Application Information

* Indicates required field

* Jurisdiction

* Project Name
100 characters remaining

* Project Description
10000 characters remaining

Alternate Application Number

Master Permit Number

* Permit Type

* Plan Document Format Electronic Paper

Note: If your application is submitted indicating an Electronic plan format, your application will first be reviewed by OSFM intake staff. Once your application is accepted, you will receive a notification to upload your plans and documents into ProjectDox and can do so via the Manage Plans action in the Control Panel on the left side of this application screen.

Schematic Drawing

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

Project Location

Project Location

Location Name	<input type="text" value="Please enter a Project Location Name"/>
* Address	<input type="text" value="Please enter Address Here"/>
* City	<input type="text" value="Please enter a Project Location City"/>
* State	<input type="text" value="CA"/>
* Zipcode	<input type="text" value="Enter Project Zipcode Here"/>
* County	<input type="text" value="Please select ..."/>
	Project Location: Please select a Project Location County
Lot Number	<input type="text" value="Enter Project Lot Number Here"/>
Suite Number	<input type="text" value="Enter Project Suite Number Here"/>
Floor Number	<input type="text" value="Enter Project Floor Number Here"/>

Applicant Information

Applicant Information

Business Name	<input type="text" value="Please enter an Business Name"/>
* First Name	<input type="text" value=""/>
* Last Name	<input type="text" value=""/>
* Address	<input type="text" value="Enter Address Here"/>
* City	<input type="text" value="Please enter a City"/>
* State	<input type="text" value="CA"/>
* Zipcode	<input type="text" value="Enter Project Zipcode Here"/>

Contact Info

* Phone Number	<input type="text" value=""/>	<input type="text" value="Ext"/>
Fax Number	<input type="text" value="Enter Fax Number Here"/>	<input type="text" value="Ext"/>
* Contact Preference	<input type="text" value="Please select ..."/>	
Cell Number	<input type="text" value="Enter Cell Number Here"/>	
* Email/Application Owner	<input type="text" value=""/>	<input style="float: right;" type="button" value="?"/>

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Owner Information

Owner Information

Copy from Applicant Copy from Location Copy from Contractor

* Owner Name

Owner's Project Number

* Agency Billing Code

Bill To ARF SRF Agency County

* Address

* City

* State

* Zipcode

Owner Contact Info

* First Name

* Last Name

* Phone Number

Fax Number

* Contact Preference

Cell Number

* Email

Special Events

Special Events

* Type Of Activity

* Event Sponsor

* Event Start Date/Time (Pacific Time 24 Hour Format)

* Event End Date/Time (Pacific Time 24 Hour Format)

* Estimate Daily Attendance

* Event Description

4000 characters remaining

Step 8: When all mandatory fields are complete, the grey “Submit Application” button at the bottom of the screen will turn blue. Click “Submit Application”. You do not need to automatically email the fire marshal to notify them that the application has been submitted anymore.

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*An initial email will be sent to you stating your application was submitted and that you will receive another email once the application is accepted (see below). The application will be first reviewed by OSFM intake staff, and within 72 hours, you will receive a second email confirming that the application has been accepted. You will then upload your Event Site/Floor plan into ProjectDox.

**If you do not receive an email within 72 hours after submission, please ensure all the submission steps are completed. If they were, please email Field Deputy Jose Duenas at Jose.Duenas@fire.ca.gov with the permit number, and he will follow up with intake.

3925 characters remaining

Submit Application Save and Complete Later Reset Cancel

Subject: Permit Application 25-S-1469-SE-NW Submitted



Office of the State Fire Marshal

Dear Rony Castellanos Raymundo,

We have received your application for a permit for work to be performed at 1000 E. Victoria St, Carson, CA, 90747. You will receive an e-mail notification once your application has been reviewed and accepted by LIFE SAFETY SOUTH. If you have any questions, please call (626) 305-1908.

For complete access to your permit, plans, inspection reports and other important documents concerning your project, simply log into <https://calfire.govmotus.org>.

Thank you.

Permit Application Statuses

- **Upload and Submit** – Appears once in-take accepts your application. This is when you receive an email to upload your event site/floor plan to ProjectDox.
- **Prescreen Corrections** – The event site/floor plan needs formatting corrections.
- **In-Review** – The application and event site/floor plan have been accepted by in-take staff and have been assigned to Jose.
- **Response and Resubmit** – A full review was done of the application and event site/floor plan. However, Jose found issues with the event site/floor plan. The event site/floor plan will need to be resubmitted as V2 with the initial file name.

Uploading the Event Site/Floor Plan

Step 1: After receiving the email that your GOVMotus application has been accepted, log into GOVMotus and open your permit application (a list of your projects, if any, will appear under the “My Permits” service bar.

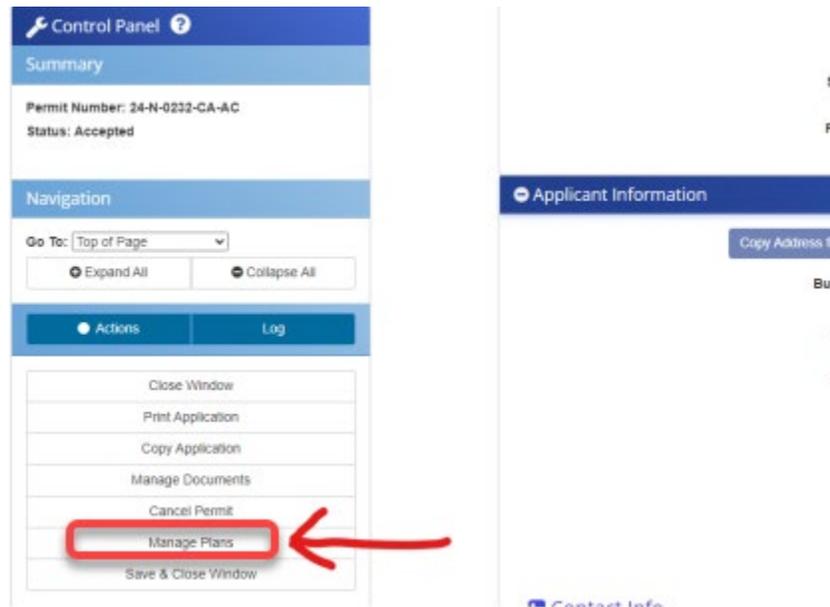
20-S-0049-SE-ER	Special Event	Pending Electronic Review	1/13/2020
20-S-0055-FA-ER	Fire Alarm	Pending Electronic Review	1/13/2020

1 2

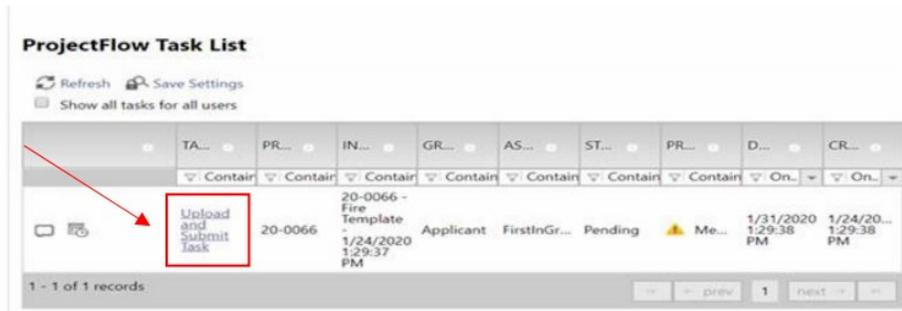
Apply for New Permit

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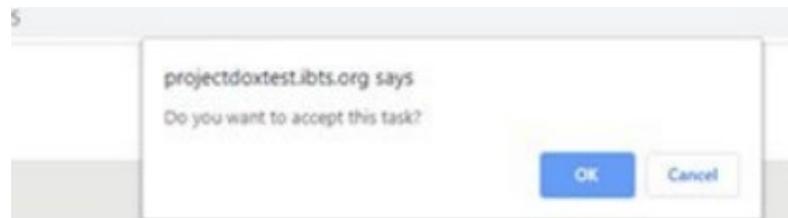
Step 2: In the Control Panel on the left side of the screen, click on 'Manage Plans' to be taken to the ProjectDox.



Step 3: Click the "Upload and Submit" task hyperlink to upload the event site/floor plan.



Step 4: A window pops up asking if you want to accept the task. Click "OK".



Step 5: The "Upload and Submit" window will pop up.

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Step 6: In the Documents folder, Click on the subfolder “00 Special Event”.



Step 7: Click “Select Files to Upload”.

Select your files to upload to this folder:

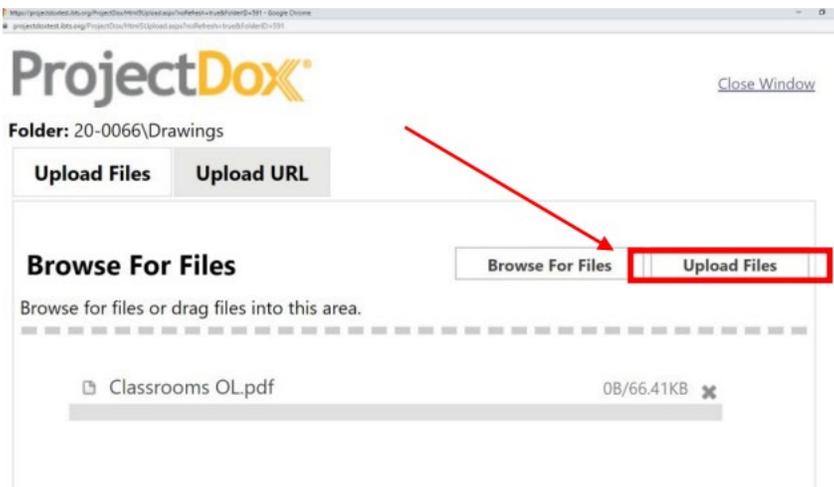


Step 8: Click “Browse For Files”. Find the file to be uploaded from the computer, then double-click or drag the file to the window in preparation for upload.

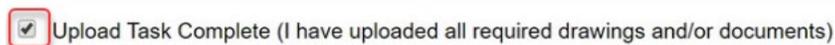


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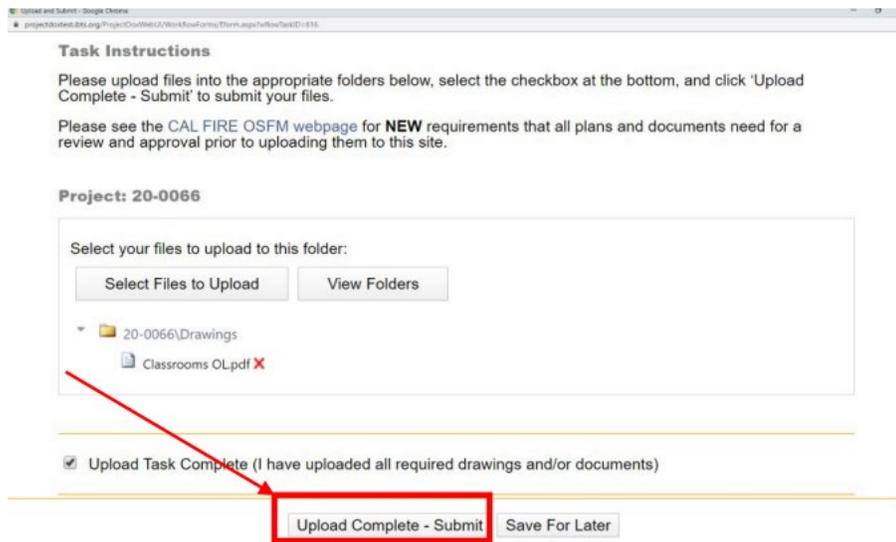
Step 9: Click the “Upload Files” button to transfer the data to Project Dox.



Step 10: Select the “Upload Task Complete” box once the file is uploaded.



Step 11: Click the “Upload Completed – Submit” button at the bottom of the page.



Step 12: Upload will be completed. A thank you window will pop up and inform you that the project has been successfully submitted to the prescreening process of the Office of State Fire Marshal plan review.

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***Any other documents can be uploaded in the 'Reference Documents' folder. Example: engineering documents and Osha compliance documents.



Responses to Plan Review Comments and Backcheck Resubmittal

Two Forms of Comments

- Plan Review Change Mark: a page-specific correction relating to a code deficiency.
- Prescreen Checklist Item: identifies general intake requirements, noting the instructions that were not followed.

Correction Response

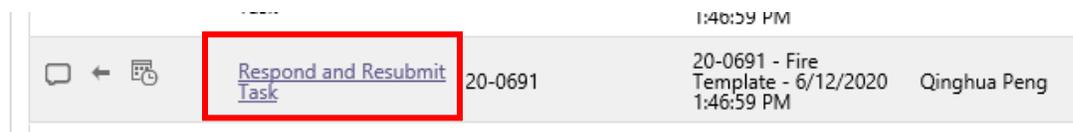
- All correction items require a response from the Applicant on how the item was corrected.

Step 1: Open the specific permit in GOVMotus.

Step 2: In the Control Panel, click the 'manage plans' button. The project will open in ProjectDox.

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Step 3: Click the ‘respond and resubmit task’ hyperlink. (If you do not see a task for the workflow you are working under, please email OSFMFireLifeSafetyGOVmotus@fire.ca.gov for assistance).



Step 4: By clicking the hyperlink, the application will ask if you want to accept the task; click ‘yes.’

Step 5: Once you have opened the appropriate task, the Task Window will open. Scroll down and click on the “View/Edit Changemark Items” or “View/Edit Checklist Items” to view the errors that the Office of State Fire Marshal has noted.

Step 6: Provide your response in the far-right column of the Changemark Viewer labeled as “Applicant Response”. Please email OSFMFireLifeSafetyGOVmotus@fire.ca.gov for assistance). You can publish red-line comments into a PDF to view them better. To do so, please follow the steps under “[To View Comments on Document](#)”.

Step 7: Complete the Respond and Resubmit task by uploading the revised file to the Documents subfolder labeled “00 Special Event,” and make sure your file name matches the previous name of the file you uploaded the first time. Before uploading the document, ensure that you follow the directions under [Electronic Event Site/Floor Plan Review](#). ***Note:** The revised file you are uploading should have V2 at the bottom right corner of the pages instead of V1.

Step 8: Once the revised files are uploaded, click the 3 checkboxes at the bottom of the page. (If you need documents removed, email OSFMFireLifeSafetyGOVmotus@fire.ca.gov for assistance.)

-
- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Check
 - I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "C
 - I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the proj review.

Step 9: After the checkboxes are clicked, you can click the ‘Complete’ button at the very bottom of the page to finish the task.

To View Comments on Document

- You can also “publish” the red line comments into a PDF. To do this, see below:
 1. Open each drawing or document markup layer by clicking on the symbol shown as item #1.
 2. Click on “View” as shown on item #2 for all layers.
 3. Click the “View/Edit” button marked as item #3.
 4. Once the viewing window opens with the markups, click on “publish” at the top of the viewing window.
 - a. If you do not see “Publish” at the top of the viewing window, please contact OSFM staff at OSFMFireLifeSafetyGOVmotus@fire.ca.gov for assistance.
 5. When the Publish window appears, choose the document with the markups.

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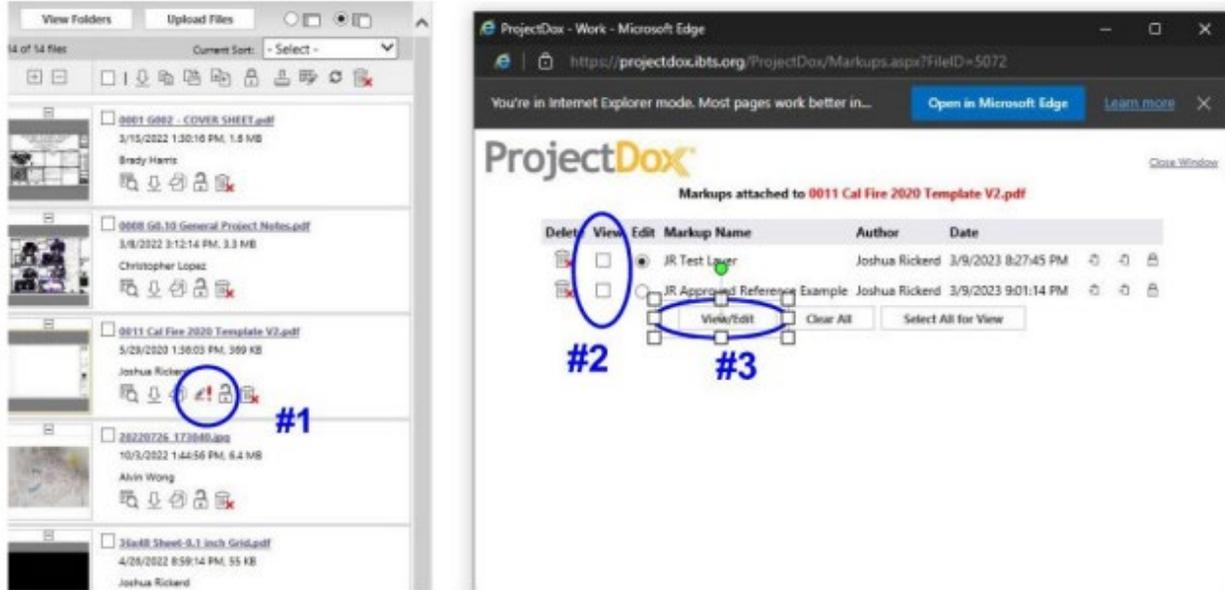
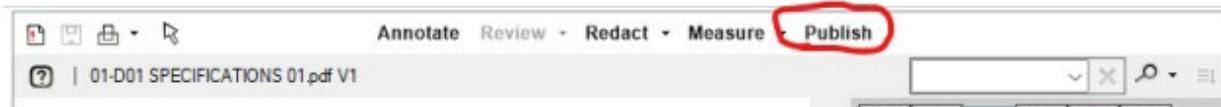


Figure 18 Steps to view markups



After Permit Issuance

Schedule Inspections

- To schedule a special event inspection, please reach out to the fire marshal, Jose Duenas, via email at jose.duenas@fire.ca.gov after you have applied. An email confirmation will be sent to the applicant, which will include the GovMotus permit application number; provide the permit application number to the fire marshal when reaching out.

Signing Reports

- All OSFM reports must be signed before issuing a Certificate of Occupancy/Completion. Field Deputies will need all event staff that are signing personnel to either have access to the GOVmotus account for the event to sign reports, or each event staff member that needs to sign a report will need their account to receive report signature requests and sign the reports.
- To sign a report:
 1. Log into the GOV motus account that will be used to sign a report.
 2. Review the information shown under the My Signatures Required section of the GOVmotus dashboard.

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3. Review any reports identified as needing a signature.

Inspection Report Name	Address	Date Sent	Status
Inspection #86773	391 University Hall 2159 Addison St., Berkeley, CA 94720	8/23/2024	All Reports Signed
24-N-0021-CA-PI	240 E Hacienda Ave., Campbell, CA 95008	7/25/2024	Signature Required
24-N-0125-C-PI - InspectorID 50334	835 Airport Blvd, Burlingame, CA 95815	7/15/2024	Signature Required
25-N-0009-C-PI	123 Test Street, Test City, CA 22222	3/21/2023	All Reports Signed
Inspection #86784	1 Harpst, Arcata, CA 95521	8/10/2022	Signature Required
Inspection #86783	112 gold hill road, Oroville, CA 95612	8/10/2022	All Reports Signed
17-N-2503-C-PI - InspectorID 88782	2920 Kigore Road, Rancho Cordova, CA 95870	8/10/2022	Signature Required
Inspection #86774	24900 Highway 202, Tehachapi, CA 93311	8/10/2022	All Reports Signed
Inspection #86775	1234 Fake Street, Sacramento, CA 95959	8/10/2022	Signature Required
Inspection #86784	5181 Highway 140, MARIPOSA, CA	8/10/2022	Signature Required

Date of Inspection	Inspection Type	Inspection ID	Status	Action
5/20/2024	Labeling	90329	Unsigned	Sign
5/20/2024	Labeling	90330	Unsigned	Sign
7/25/2024	Exit Signs	90348	Unsigned	Sign
5/20/2024	Underground Piping	90296	Signed	View

4. You have two options to sign the reports via remote signature:

- You can sketch your signature using your mouse on your computer, or your finger on a device with a touch screen.
- You can upload an image of your signature that you have stored on your computer or device.

Accompanied By: JoshUAT RickerdUAT Title: TEst
Discussed With: JoshUAT RickerdUAT Title: TEst
Accompanied By:
Signed:

COMMENTS OR QUESTIONS ABOUT INSPECTION SERVICES
Please contact CAL Fire Life Safety North at (916) 445-8550 for assistance.
Page 1 of 1

Signature Options

Choose a signature method: you may either **Sketch to Sign** or **Upload a Signature Image**.

Sketch to Sign | **Upload Signature Image**

Upload Signature

Upload only one image

Choose File No file chosen

Upload

Signature Preview

Your saved signature will appear here

Submit Signature | **Back**

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PROJECT NAME: Draft Comments field test
TYPE: Clean Agent (CA) ALTERNATE NUMBER:
OWNER/AGENCY: A F Bray Superior Court FHS ZONE: Non-Very High (Default)
SFM #
PROJECT ADDRESS: 240 E Hacienda Ave., Campbell, CA 95008

INSPECTION INFORMATION

Inspection Number : 90329 Inspection Type: Labeling
Inspection Date : 05/20/2024 Inspection Status : Partial Pass
Inspector: Josh Rickard
Inspector Signature: *JR Test*
Inspection Comments: Testing
Total Inspectable Items: 1

Inspectable Items:
Accompanied By: JoshUAT RickardUAT Title: Test
Discussed With: JoshUAT RickardUAT Title: Test
Accompanied By:
Signed:

COMMENTS OR QUESTIONS ABOUT INSPECTION SERVICES
Please contact CAL Fire Life Safety North at (916) 445-8550 for assistance.
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Signature Options

Choose a signature method: you may either Sketch to Sign or Upload a Signature Image.

Sketch to Sign Upload Signature Image

Please Sign Below Signature Preview

Click and drag in the box below to draw your signature Your saved signature will appear here

Save Clear Submit Signature Back



- Once you have sketched or uploaded your signature, ensure you see that your signature was saved, and you can see it in the Signature Preview Area.

Total Inspectable Items: 1

Inspectable Items:
Accompanied By: JoshUAT RickardUAT Title: Test
Discussed With: JoshUAT RickardUAT Title: Test
Accompanied By:
Signed:

COMMENTS OR QUESTIONS ABOUT INSPECTION SERVICES
Please contact CAL Fire Life Safety North at (916) 445-8550 for assistance.
Page 1 of 1

Signature Options

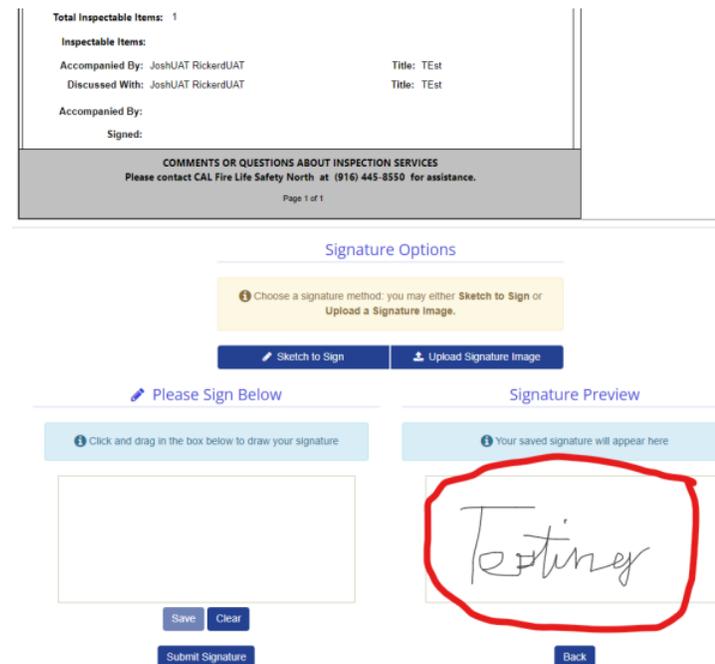
Choose a signature method: you may either Sketch to Sign or Upload a Signature Image.

Sketch to Sign Upload Signature Image

Please Sign Below Signature Preview

Click and drag in the box below to draw your signature Your saved signature will appear here

Save Clear Submit Signature Back



- Once you have verified your signature preview is okay, click the "Submit Signature" button to complete the signing process.

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COMMENTS OR QUESTIONS ABOUT INSPECTION SERVICES
Please contact CAL Fire Life Safety North at (916) 445-8550 for assistance.
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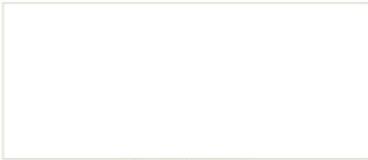
Signature Options

Choose a signature method: you may either **Sketch to Sign** or **Upload a Signature Image**.

Sketch to Sign **Upload Signature Image**

Please Sign Below

Click and drag in the box below to draw your signature

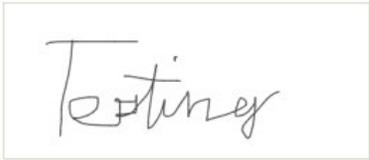


Save **Clear**

Submit Signature

Signature Preview

Your saved signature will appear here



Back



*****Once the permit is issued, send a copy to Risk Management at riskmanagement@csudh.edu.**

Common Mistakes

- Uploading files into the wrong folders.
 - Special Events shall have the one multipage submittal uploaded into the documents folder.
- Not adding the OSFM Special Events Cover Page.
 - This is required to be the first page of your multipage submittal.
- Incorrect document orientation.
 - All pages shall be orientated so that text is upright when loaded and will not require page rotation to read.
- Drawing file requirements not followed.
 - Special Event file should be uploaded as a multipage file and not individual files.
- File Naming Standards are not followed.
 - The Special Event file shall contain the event name. No abbreviations.
- Tasks not being completed.
 - Complete your task when you are done uploading all applicable drawings and documents.
- Automatic Sign Outs
 - The system will automatically sign you out after 120 minutes of inactivity. Please save often.