



Richmond Fire Department FIRE PREVENTION SERVICES DIVISION



440 Civic Center Plaza · Richmond, CA 94804 Phone (510) 307-8037 · Fax (510) 307-8048

TEMPORARY/SPECIAL EVENT PERMIT APPLICATION

Application is due 14 days prior to event if not expedited fees will be applied (\$733.00)

CALL FIRE PREVENTION TO SCHEDULE AN INSPECTION: (510) 307-8037

APPLICANT INFORMATION

PERMIT NUMBER: _____

Applicant Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

E-mail address: _____ Phone: _____

City of Richmond Business License Number: _____

EVENT INFORMATION

Event Title: _____

Event Location: _____ Event Date(s): _____

Contact Person & Phone #: _____ Number of People: _____

Set up/Preparation Date: _____ Time: _____ Dismantle: Date: _____ Time: _____

TYPES OF ACTIVITIES PROPOSED FOR EVENT * Tent/Canopy Requires Separate Application/Fees

- | | | |
|---|--|---|
| <input type="checkbox"/> Cooking On-Site | <input type="checkbox"/> *Tent/Canopy Erected | <input type="checkbox"/> Heater/Generator |
| <input type="checkbox"/> Electrical Heating/Cooking | <input type="checkbox"/> Tables & Chairs | <input type="checkbox"/> Candles/Open Flame |
| <input type="checkbox"/> Propane (LPG) | <input type="checkbox"/> Seating Only (Bonded if over 200) | <input type="checkbox"/> Pyrotechnics |
| <input type="checkbox"/> Compressed Natural Gas | <input type="checkbox"/> Street or Lane Closures | <input type="checkbox"/> Temporary Assembly |
| <input type="checkbox"/> BBQ Grills | | <input type="checkbox"/> Other |

Remarks (Please provide a brief description of activities taking place during the event):

PRINT NAME: _____ SIGNATURE: _____

***** OFFICE USE ONLY *****

Permit Tech: _____ **DATE:** _____ **APPROVED:** _____ **DENIED:** _____

FEE CODE(S): _____ **TOTAL DUE:** _____



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TEMPORARY /SPECIAL EVENT PERMIT FEES

PTO - 2	Amusement Buildings - Permit to operate a special amusement building.	\$ 251.00
	Carnivals and Fairs – Permit is required to conduct a carnival or fair.	
PTO – 5.0	Inspections conducted during normal work hours – (1.25 hours)	\$ 312.00
PTO – 5.1	Additional inspection time during normal business hours per ½ hour.	\$ 125.00
PTO – 5.2	After hours inspection time per ½ hour.	\$ 251.00
PTO – 5.3	Overtime & Weekend inspections - three (3) hours minimum.	\$ 753.00
PTO – 5.4	Float, Parade: Per Float	\$ 125.00
PTO – 12.1	Cutting & Welding Single Operation (Permit is valid for 180 days)	\$ 251.00
PTO - 14	Exhibits & Trade Shows - Permit is required to operate exhibits and trade shows.	\$ 251.00
	Hot Work Operations	
	Permit for hot work including, but not limited to the following:	
	1. Public exhibitions/demos.	
	2. Inside a building not tied to construction permit.	
	3. Welding booths (fixed site location).	
	4. Within a wildfire risk area.	
	5. Application of roof coverings with the use of an open flame device.	
	6. Where approved, the fire code official shall issue a permit to carry out a hot work program. Refer to CFC 105.6.24 #6 for the remaining information.	
PTO – 24		\$ 251.00
	Hot Work Operations - Marine single use	
PTO – 24.1	Inspections conducted during normal work hours – (1.25 hours)	\$ 312.00
PTO – 24.2	Additional inspection time during normal business hours per ½ hour.	\$ 125.00
PTO – 24.3	After hours inspection time per ½ hour.	\$ 251.00
PTO – 24.4	Overtime & Weekend inspections - three (3) hours minimum.	\$ 753.00
	Liquid or Gas Fueled vehicles or Equipment in Assembly Buildings	
PTO – 27	Permit to display, operate or demonstrate liquid or gas fueled vehicles or equipment in assembly buildings.	\$ 251.00
	Open Burning	
PTO – 32	Permit is required for the kindling or maintaining of an open fire or fire on any public street, alley, road, or other public or private ground.	\$ 251.00
	Exception: Recreational	
	Open Flames & Torches	
PTO – 33	Permit is required to remove paint with a torch; or to use a torch or open flame device	\$ 251.00
	Open Flames & Candles	
PTO – 34	Permit for the use of open flames inside restaurants, public assemblies and/or drinking establishments.	\$ 251.00



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Temporary/Special Event Permit Fees (cont.)

PTO – 45	Temporary Membrane Structures & Tents Permit to operate an air-supported or temporary membrane structure Including tents and canopies: <ul style="list-style-type: none"> • 399 - 699 square feet 	\$ 125.00
PTO – 45.1	<ul style="list-style-type: none"> • 699 - 4,199 square feet 	\$ 251.00
PTO – 45.2	<ul style="list-style-type: none"> • Greater than 5,000 square feet 	\$ 376.00
PTO – 45.3	Additional inspection time during normal business hours @ \$125.00 per ½ hour	\$ 125.00
PTO – 45.4	Additional inspection time after normal business hours @ \$251.00 per hour	\$ 251.00
PTO – 45.5	Overtime and weekend Inspections: Three-hour minimum fee	\$ 753.00
PTO – 45.6	Extended Period of Use Permit to extend the use of a tent, canopy or air supported structure for an additional 180 days. (1 Extension of use per structure)	\$ 251.00
PTO – 50	Temporary Assembly – Permit to assemble 1,000 or more persons in one location. Any event that has more than 3,000 people shall require two personnel from the Prevention Division for the duration of the event to ensure compliance of all codes are adhered to. Fees include one (1) hour site plan review and one (1) hour site inspection. A floor plan outlining but not limited to the following is required. <ol style="list-style-type: none"> 1. Number of people expected to attend. 2. Number of exits. 3. Location of fire extinguisher(s). 4. Location of tables and chairs. 5. Location of stage. 6. Location of tents (REQUIRES SEPARATE PTO 45, 45.1 or 45.2). 7. Location of cooking area(s). 8. Location of any open flames used for cooking. 	\$ 484.00
SST – 1.3	Weekend inspection time after normal business hours - \$251.00 per hour 3 hour minimum	\$ 753.00

****NOTE: PTO 50 requires an inspection. The property site must be ready for inspection by 7:00 p.m. on Friday night for weekend events or Special Service Task (SST 1.3) will be charged.**