



Richmond Fire Department Prevention Services Division



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

SPECIAL EVENT APPLICATION

Application is due 14 days prior to event if not expedited fees will be applied (\$669.00)

CALL THE FIRE PREVENTION BUREAU 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 Date: _____

Event Location: _____

Day of Event Contact: _____ Day of Event Phone: _____

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

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

Signature: _____ Date: _____

******* DEPARTMENT USE ONLY *******

APPROVED _____ DENIED: _____ PERMIT TECH: _____ FIRE CODE: _____

DATE: _____ PERMIT FEE PAID: YES / NO FEE: \$ _____ NEW: _____ RENEWAL: _____