



This application packet is intended for a single retail vendor seeking approval to temporarily sell merchandise outdoors for the Lunar New Year (Tet Festival) between **January 2nd** and **January 23rd**. If your application involves multiple retail vendors, please do not fill out the application in this packet. Please apply for a Temporary Use Permit instead.

To process your Temporary Outdoor Tet Festival Sales application expeditiously, please submit a complete and accurate application to the Planning Division, as well as all required materials described in this application packet. If you have any questions regarding this application and the submittal requirements, please contact the Planning Division.

WHAT'S INCLUDED IN THIS PACKET?

1	WHAT IS THE PROCESS?
2	WHAT DO I SUBMIT?
3	APPLICATION FORM
4	OPERATIONAL REQUIREMENTS AND RESTRICTIONS ACKNOWLEDGEMENT
5	PROPERTY OWNER AUTHORIZATION
6	ADJOINING BUSINESS OWNER AUTHORIZATION
7	SITE PLAN GUIDANCE
8	ORANGE COUNTY FIRE AUTHORITY SPECIAL EVENT PERMIT APPLICATION PACKET

CONTACT INFORMATION

CITY HALL	8200 WESTMINSTER BLVD, WESTMINSTER, CA 92683
PLANNING DIVISION	714-548-3247 planning@westminster-ca.gov
ORANGE COUNTY FIRE AUTHORITY	714-573-6254 specialevents@ocfa.org
BUILDING DIVISION	714-548-3254





WHAT IS THE PROCESS?

To help you determine the process/permit required for your temporary outdoor sales area, refer to the table below. It is the responsibility of the applicant to obtain approval from one or more of the following divisions or agency: Planning Division, Building Division, Orange County Fire Authority (OCFA). **It is highly recommended the applicant begin the process at least two weeks in advance of the start date.** The processing fee for a Temporary Outdoor Tet Festival Sales Permit is **\$165.00**, and is not inclusive of fees for any required building permit or fire permit.

OVER-THE-COUNTER REVIEW	SEPARATE BUILDING PERMIT REQUIRED	ADDITIONAL FIRE DEPARTMENT REVIEW REQUIRED
<p>If your outdoor sales area only includes the features listed below, then your application may be reviewed over-the-counter. Submit a completed application packet to the Planning Division.</p> <ul style="list-style-type: none"> ▸ Tent size ≤ 400 ft² ▸ Tent height ≤ 12 ft ▸ No electricity required ▸ No gas required ▸ No heaters used 	<p>If your outdoor sales area includes any one of the features listed below, then you must apply for a Temporary Outdoor Tet Festival Sales Permit through the Planning Division and a separate building permit through the Building Division. Contact the Building Division for specific submittal requirements. The applicant is responsible for obtaining any required building permits.</p> <ul style="list-style-type: none"> ▸ Tent size > 400 ft² ▸ Tent height > 12 ft ▸ Electricity or wiring required ▸ Gas required 	<p>If your outdoor sales area includes any one of the features listed below, then your Temporary Outdoor Tet Festival Sales Permit must also be reviewed by the Orange County Fire Authority (OCFA). The applicant is responsible for obtaining approval from OCFA separately. See the attached OCFA Special Event Permit for more information.</p> <ul style="list-style-type: none"> ▸ Tent size > 400 ft², w/ side walls ▸ Tent size > 700 ft², w/o side walls ▸ Multiple adjoining tents > 700 ft² ▸ Heaters or open flames used

WHAT DO I SUBMIT?

To apply for a Temporary Outdoor Tet Festival Sales Permit that is eligible for review over-the-counter, submit the following items to the Planning Division:

1. **Temporary Outdoor Tet Festival Sales Permit Application** (Page 3);
2. **Operational Requirements and Restrictions Acknowledgement** (Pages 4-6);
3. **Property Owner Declaration and Authorization** (Page 7);
4. **Adjoining Business Authorization, if applicable** (Page 8); and
5. **Site Plan** drawn on a sheet that is a minimum size 8½ -inches by 11-inches identifying the location of the temporary outdoor sales area on the subject property. Aerial photos will be accepted. For more information on how to prepare a site plan, refer to the site plan guide (Page 9-10).

If your outdoor sales area requires a building permit or OCFA review (as discussed in the table above), then additional information or documents may be requested by the Building Division or OCFA prior to approval.



CASE #

OUTDOOR SALES INFORMATION

ASSESSOR'S PARCEL NUMBER	OUTDOOR SALES ADDRESS
OUTDOOR SALES START DATE (NO EARLIER THAN JANUARY 2nd)	OUTDOOR SALES END DATE (NO LATER THAN JANUARY 23rd)

VENDOR INFORMATION

PROPERTY OWNER INFORMATION

VENDOR APPLICANT NAME			PROPERTY OWNER NAME		
VENDOR APPLICANT ADDRESS			PROPERTY OWNER ADDRESS		
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE
PHONE	FAX		PHONE	FAX	
MOBILE	E-MAIL (REQUIRED)		PHONE	E-MAIL (REQUIRED)	

OPERATIONAL INFORMATION

PROVIDE THE INFORMATION REQUESTED BELOW AND ANSWER THE FOLLOWING QUESTIONS

1. Provide a complete list of items to be sold and displayed in the outdoor sales area below. Tet Festival sales are strictly limited to merchandise associated with the Lunar New Year.

2. Will you use moveable barriers or fences that are 3 feet in height or less? YES NO

3. Will you use a tent or canopy? If yes, answer the next 4 questions. YES NO

a. How many tents or canopies will you use?.....

b. What is the size of each tent or canopy (in square feet)?

c. What is the height of each tent or canopy (in feet)?

d. Will any tent or canopy have side walls? YES NO

4. Will parking stalls be used for outdoor business? If yes, answer the next question. YES NO

a. How many parking stalls will be used for outdoor business?

5. Will the outdoor business area require electricity? YES NO

6. Will the outdoor business area require gas? YES NO

7. Will propane heaters be used? YES NO

STAFF USE ONLY

OCFA REVIEW REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	X	Planning Division Signature	Date
BUILDING PERMIT REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	X	Building Division Signature	Date



OPERATIONAL REQUIREMENTS AND RESTRICTIONS ACKNOWLEDGEMENT

To ensure temporary outdoor Tet festival sales operate in a manner that maintains public safety and welfare, the business owner must comply with the operational requirements and restrictions listed below. The vendor shall read each operational requirement and restriction carefully; then initial each to acknowledge it has been read and understood, and will be implemented and enforced.

INITIALS OPERATIONAL REQUIREMENTS AND RESTRICTIONS

PERMITTED OPERATION

- _____ 1. Outdoor sales shall be limited to the sales of merchandise typically associated with the Lunar New Year.
- _____ 2. If the vendor does not have an active Westminster Business License, a license must be obtained from the Community Development Department prior to operation.

LAND USE COMPATIBILITY

- _____ 3. Activity, equipment, or electronics that generate excessive noise such as amplified music are not permitted in the outdoor sales area.
- _____ 4. The outdoor sales area shall not operate beyond the normal operating hours of the adjoining establishment(s), but no later than 10:00 PM.
- _____ 5. Barriers and furnishing must be maintained in good condition.
- _____ 6. No signs advertising off-site services or sales shall be displayed.

VEHICULAR CIRCULATION AND SAFETY

- _____ 7. Outdoor sales areas shall not encroach into drive aisles and fire lanes.
- _____ 8. Outdoor sales areas shall maintain a two-foot setback from property lines.
- _____ 9. Furnishing within the outdoor sales area shall be limited to tables, chairs and properly anchored umbrellas, unless specifically approved by the City.
- _____ 10. Furnishing shall not restrict motor vehicle sight lines.
- _____ 11. Permanently affixed barriers and furnishing shall not be permitted. All barriers and furnishing shall be easily movable.
- _____ 12. All barriers and/or fences shall not exceed three-feet in height.
- _____ 13. All barriers and/or fences shall be durable, fire safe, structurally sound, aesthetically pleasing, and compatible with adjoining improvements or structures.

PEDESTRIAN SAFETY AND ACCESSIBILITY

- _____ 14. Temporary outdoor sales areas located on the sidewalk and/or parking areas shall not obstruct pedestrian traffic, ADA access, emergency egress/exits, and shall be accessible.



INITIALS OPERATIONAL REQUIREMENTS AND RESTRICTIONS

- _____ 15. A four-foot-wide unobstructed sidewalk clearance for pedestrians shall be maintained at all times from any appurtenance used as part of the temporary outdoor sales area and a two-foot clearance shall be maintained from the face of curb to any such appurtenance.
- _____ 16. Outdoor sales areas shall not be located in a handicap accessible parking space or associated loading/unloading (striped) area, unless specifically approved by the Building Division.
- _____ 17. Barriers and furnishing must be secured at the end of each business day in a way that does not impede public safety.
- _____ 18. Raised platforms shall not be permitted.

BUILDING SAFETY

- _____ 19. An electrical permit is required for generators, lights and electrical wiring. Inspection and approval is required prior to the opening of the outdoor business activity. All equipment are required to be U.L. listed/labeled and installed according to the listing. Please contact Building Division at (714) 548-3469 to obtain a permit and schedule inspections.
- _____ 20. Tent/canopies larger than 400 square foot will require a Building permit. When submitting an application and plans for a permit include the manufacturer's listing and installation specifications/drawings. Following issuance of a building permit, the building inspector will verify the applicant obtained a fire-retardant certificate.

FIRE SAFETY

- _____ 21. All fire department regulations and standards concerning exterior lighting, tents, portable heaters and power shall be met.
- _____ 22. Fire Department approval and permits shall be obtained for propane heaters and open flames, including candles. The applicant is responsible for obtaining approval and permits separately.
- _____ 23. Tents, portable heaters or other structures requiring a separate permit are not permitted unless specifically approved by the City.
- _____ 24. Fire Department approval and permits shall be obtained for vendors that use a canopy with sides greater than 400 square feet, a canopy without sides greater than 700 square feet, or multiple canopies side by side that adds up to more than 700 square feet. The applicant is responsible for obtaining approval and permits separately.

PUBLIC HEALTH AND WELFARE

- _____ 25. The area designated for the temporary outdoor sales and operation shall be kept free from debris. Outdoor sales areas shall not be cleaned and/or washed off with water to avoid runoff into any drainage system or storm drain.
- _____ 26. The business shall comply with all applicable Federal, State, and Local laws, and all applicable COVID-19 related guidance. For example, the business shall comply with the Americans with Disability Act. Businesses shall also comply with all COVID-19 related guidance issued by the State of California and the County of Orange, as such guidance may be amended from time to time.



INITIALS OPERATIONAL REQUIREMENTS AND RESTRICTIONS

- _____ 27. The operation and use of the outdoor business area must comply with all applicable State and local health orders including directives from CAL/OSHA.
- _____ 28. The site shall be left clean and free of debris at the end of each day of the use/event.

PERMIT TERMS

- _____ 29. Any modification to the approved site plan requires submittal of a modified site plan to the Community Development Department for review.
- _____ 30. **Time Limits: The Temporary Outdoor Tet Festival Sales Permit is valid only for the period approved by the City in this application.**
- _____ 31. Termination: The City of Westminster reserves the right to terminate or temporarily suspend this Temporary Outdoor Tet Festival Sales Permit at any time, for any reason, including but not limited to noncompliance with the terms and conditions of the permit, or the use threatens the public health, safety, and welfare, such as storm events, crowds in excess of permitted capacity, construction, and modifications to the statewide declaration of public health emergency.
- _____ 32. A copy of this permit must be kept on site at all times.
- _____ 33. The applicant shall defend, indemnify and hold harmless the City, its officials, agents and employees for any claims arising out of or relating to the issuance of the Temporary Outdoor Tet Festival Sales Permit.
- _____ 34. The City reserves the right to perform a more detailed review of each Temporary Outdoor Tet Festival Sales Permit once the requested temporary use is in operation, and the applicant expressly acknowledges that different or additional conditions may be imposed based on the City's subsequent review, including the possibility of the permit being modified or revoked by the City.
- _____ 35. The contact person listed on the application must be present at the all times during the approved use.

APPLICANT DECLARATION

I hereby certify under penalty of perjury that all statements herein are true and correct to the best of my knowledge and I am fully authorized by the property owner to apply for this permit. I understand that any false statements or omissions may result in denial of this permit.

I further acknowledge that I agree to fully comply with all regulations set forth by the City of Westminster as they relate to the issuance of the Temporary Outdoor Tet Festival Sales Permit.

X

X

Applicant Name (Print)

Applicant Owner Signature

Date



CASE #

PROPERTY OWNER DECLARATION AND AUTHORIZATION

I declare that I am the legal owner of record of the land specified in this application. As the owner, I hereby affirm under penalty of perjury that the foregoing statements, facts and attachments are true and correct. I understand that any false statements or omissions may result in denial of this permit.

I declare that I shall defend, indemnify and hold harmless the City, its officials, agents and employees for any claims arising out of or relating to the issuance of the Temporary Outdoor Tet Festival Sales Permit.

I acknowledge that I agree to fully comply with all regulations set forth by the City of Westminster as they relate to the issuance of the Temporary Outdoor Tet Festival Sales Permit.

Further, I declare that I fully understand and authorize all actions proposed within this application and the plans, and authorize the foregoing applicant or agent to act on my behalf on all matters relating to this application, including negotiations, discussions and communications with staff from the City of Westminster. This authorization shall remain valid until invalidated in writing.

In accordance with Government Code Section 65105, I further acknowledge that in the performance of their functions, City personnel may enter upon any land and make examinations and surveys, provided that the entries, examinations, and surveys do not interfere with the use of the land by those persons lawfully entitled to the possession thereof.

X

X

Property Owner Name (Print)

Property Owner Signature

Date



CASE #

ADJOINING BUSINESS QUESTIONS

1. Is your outdoor sales area adjoining an existing commercial tenant space? If yes, answer the next question below. If no, you do not need to fill in the information below.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. Is the outdoor sales vendor also the owner of the business that occupies the adjoining commercial tenant space? If yes, you do not need to fill in the information below. If no, fill in the sections below and a separate Temporary Business License will be required.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

ADJOINING BUSINESS INFORMATION

ADJOINING BUSINESS NAME	
ADJOINING BUSINESS ADDRESS	
ADJOINING BUSINESS LICENSE NUMBER	ADJOINING BUSINESS LICENSE EXPIRATION DATE

ADJOINING BUSINESS OWNER INFORMATION

ADJOINING BUSINESS OWNER NAME		
ADJOINING BUSINESS OWNER ADDRESS		
CITY	STATE	ZIP CODE
PHONE	FAX	
MOBILE	E-MAIL (REQUIRED)	

ADJOINING BUSINESS OWNER AUTHORIZATION

I declare that I am the business owner of record adjacent to the proposed outdoor sales area. I declare that I fully understand and authorize all actions proposed within this application and the plans. This authorization shall remain valid until invalidated in writing.

X **X**

Adjoining Business Owner Name (Print)	Adjoining Business Owner Signature	Date
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WHAT IS A SITE PLAN?

A site plan is a top-down view of a property. For a permit that is eligible for review over-the-counter, the site plan must include, at a minimum, the following information:

1. Business name;
2. The location of the subject outdoor sales area;
3. The boundaries of the outdoor sales area with dimensions; and
4. The address and unit number of the adjoining commercial tenant space(s);
5. Existing site features such as landscaping and walkways.

The primary objective of a site plan is to identify the exact location of the subject temporary outdoor sales area within the context of the overall property.

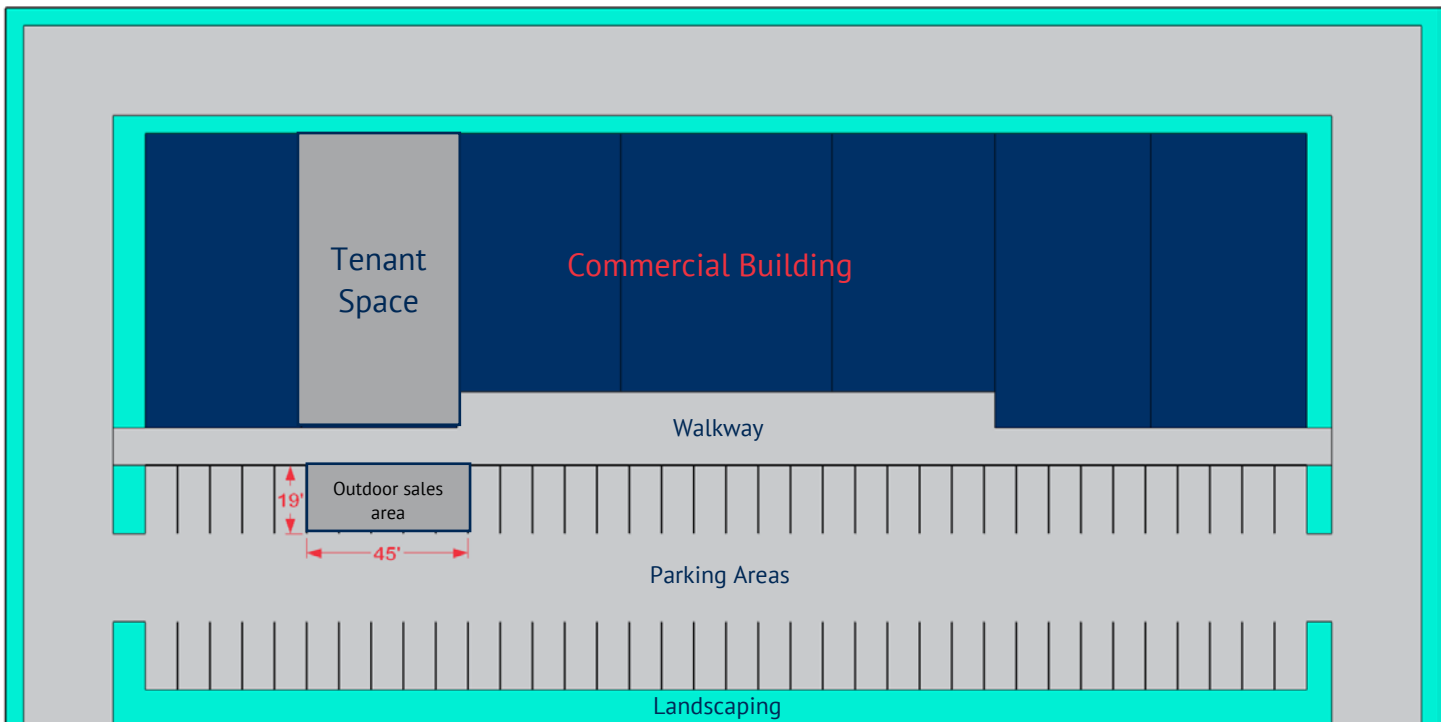
HOW DO I PREPARE A SITE PLAN?

You may prepare a site plan in one of the following ways:

1. Draw a plan by hand. It may be as simple as the site plan seen below.
2. Print out an aerial image from an online map (e.g., Google Maps, Bing Maps, Mapquest, etc.) and edit it by hand or by using image editing software.
3. Ask the property owner or manager if there is a site plan of the property that is available, which you may edit by hand.

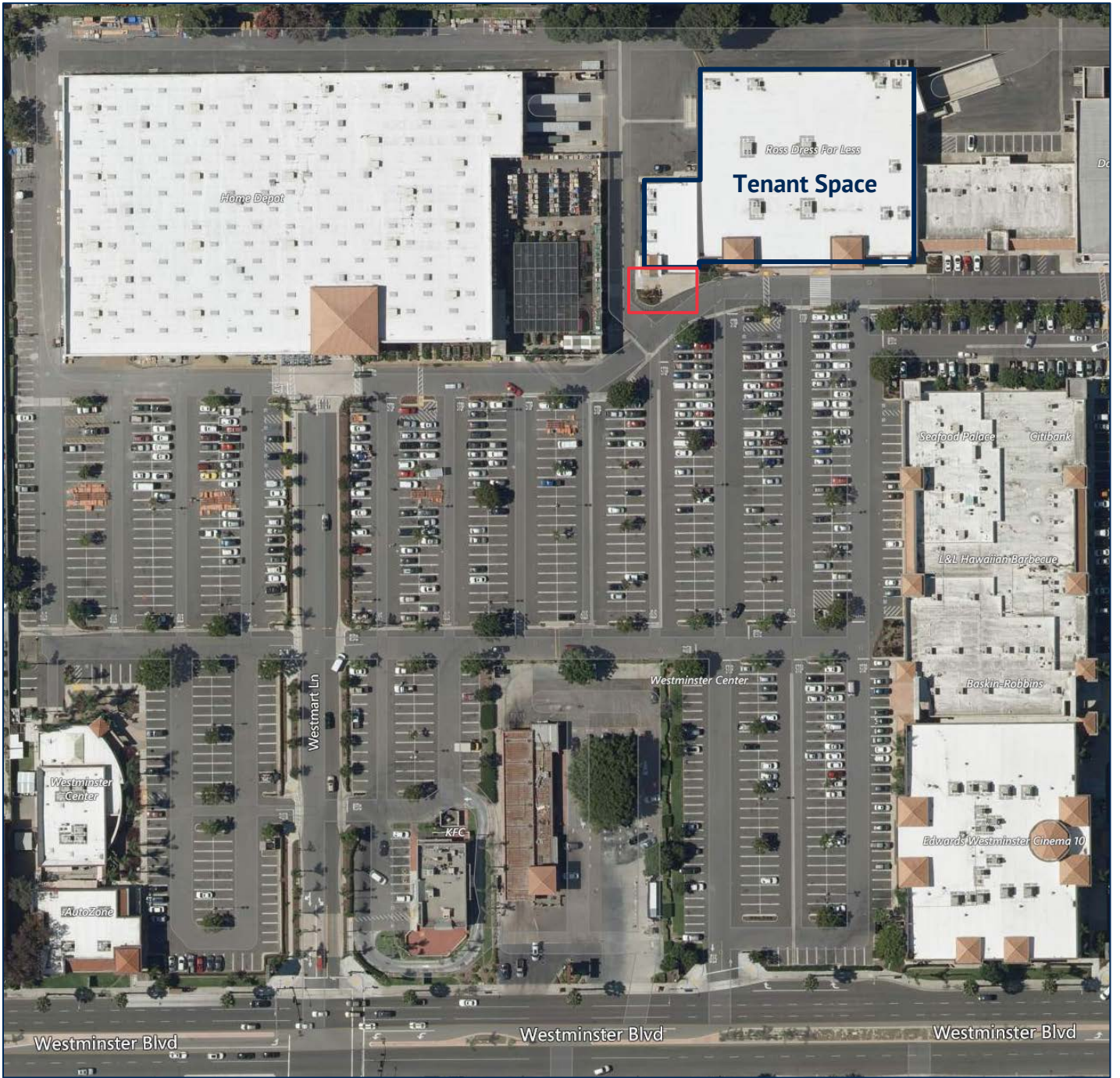
If one of the options above is not feasible, contact the Planning Division and staff would be happy to assist you.

EXAMPLE SITE PLAN 01



EXAMPLE SITE PLAN 02

FOR REFERENCE ONLY



BUSINESS NAME EXAMPLE: JOE'S DINER
BUSINESS ADDRESS EXAMPLE: 1234 MAIN STREET



ORANGE COUNTY FIRE AUTHORITY

SPECIAL EVENT PERMIT INSTRUCTIONS

BEFORE YOU BEGIN

Contact the city where the event is taking place (for unincorporated areas, contact the County of Orange) to ensure compliance with their special event or temporary use permit requirements. If OCFA issues a permit and you have not obtained the necessary approvals from all other agencies that may require it, your OCFA permit will be null and void.

OCFA SPECIAL EVENT PERMIT APPLICATION PROCESS

- 1. SCREENING FORM:** If you have not already done so, complete the *Special Event Screening Form* (SES form) to determine whether you need to apply for an OCFA special event permit. If a permit application is required, complete steps 2 through 8 below. Include your completed SES form with your permit application to facilitate processing.
- 2. PERMIT APPLICATION:** Complete the top section of the *Special Event Permit* (SEP) form; read the "Statement" and sign the form.
- 3. GUIDELINE S-01:** If you are not familiar with OCFA's permit application process and submittal package requirements, please review Guideline S-01. Permit applications that are not accompanied by the minimum information outlined in the Guideline *and any and all applicable guideline attachments* may be returned as incomplete and/or delay processing of your permit.
- 4. LETTER OF INTENT:** Prepare a detailed letter with the following information:
 - A brief overview of the activity/event, including the types of activities, equipment, and amenities it will have (e.g., tents, amusement rides, cooking vendors, fireworks, propane heaters, generator).
 - Total expected attendance over the course of the entire activity/event and maximum peak attendance at any one time
 - Date and time of day the activity/event will be ready for inspection
 - Name(s) and phone number(s) of on-site contact(s) the inspector will be working with
- 5. PLANS and OTHER DOCUMENTATION:** Provide the information listed in Guideline S-01 *and any and all applicable attachments to that guideline*. This will include, but is not limited to, the information listed below:

Exterior Plans: Exterior plans are required for all activities/events. Include the following:

 - full property view with surrounding streets, other structures, and fire department access roadways (on-line maps work well for this) and hydrants
 - include a separate map showing street closures, if there will be any, and types and locations of barricades
 - provide distances between the event amenities, equipment, and other structures
 - if applicable, identify areas where cooking or other activities will take place and the location of any generators or other amenities
 - fences, barriers, and other obstructions to pedestrian or vehicle access

Interior Plans: interior plans are required for activities/events in a building or tent. Include the following:

 - placement of fire extinguishers;
 - location and width of exit doors/openings;
 - location of exit, no smoking, and other signage;
 - location of emergency lighting fixtures and their power source (battery, generator);
 - stages and platforms
 - tables and seating layout, including width of aisles between tables/seating areas
- 6. DECORATIVE MATERIALS:** Decorative materials that are not fire resistant are prohibited in tents and other interior gathering spaces with 50 or more people.
 - submit fire retardant certificates or similar documentation for any draperies, swags, paper/plastic/fabric wall coverings, artificial grass, hay bales, streamers, or other decorative materials that will be used.
- 7. LETTER FROM PROPERTY OWNER:** If the event will be held on property not owned by the applicant, a letter from the property owner granting permission may be required.
- 8. SUBMIT YOUR APPLICATION PACKAGE:** Email the information above to specialevents@ocfa.org or fax it to 714-368-8836. If you completed the SES form, include that in your submittal package as well. The submittal package must be received at least 10 working days before your event or an expedite fee will be applied. Email specialevents@ocfa.org or call 714-573-6254 if you have any questions or concerns regarding this process.



ORANGE COUNTY FIRE AUTHORITY

SPECIAL EVENT SCREENING FORM

SES

INSTRUCTIONS: Sections A, B, and C are to be completed by the event host, coordinator, or other authorized representative who is familiar with the overall scope and details of the proposed event.

- If the answer is “YES” to any of the questions from 4 to 10, a permit from OCFA is required. Refer to OCFA Guideline S-01 for application instructions and submittal requirements.
- If the only “YES” answers are for questions 1 to 3 and the answer is “NO” to all other questions, send this completed form to specialevents@ocfa.org (fax: 714-368-8836) and OCFA will contact you to let you know if you need to apply for a permit.
- If all answers are “NO,” an OCFA permit is not required. If another agency needs confirmation of this, send your screening form to specialevents@ocfa.org and we will complete the OCFA section at the bottom and return the form to you.

SECTIONS A, B, & C TO BE COMPLETED BY HOST OR AUTHORIZED REPRESENTATIVE
A. EVENT INFORMATION

EVENT NAME		
ADDRESS	CITY	ZIP
PROVIDE A DESCRIPTION OF THE EVENT—for example: “Wedding for 125 guests, 40x80 tent with side walls and candles, no cooking on site” or “Fair with carnival rides, 10 food booths, 40 game and vendor booths under E-Z Ups, 30x40 tent for eating area.” Attach a map/plan or additional pages as needed.		

B. PROPOSED ACTIVITIES and CONDITIONS: Does the event include any of the following?

	YES	NO		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. More than 300 guests/participants in attendance at any one time	Permit may be required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Street or road closures	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Overnight group outings not located in a designated camping area (e.g. at a park, golf course, school)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Individual or adjacent tents/canopies/E-Z Ups/membrane structures that are either: A) 400 sq.ft. <i>with</i> one or more sidewalls, or B) 700 sq.ft. <i>without</i> sidewalls	Permit required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Cooking vendors other than food trucks, or cooking within a tent/canopy/E-Z Up/membrane structure	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Carnival or fair activities (e.g., rides, game booths, food vendors, or contests or demonstrations)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Use of open flames (e.g., pit BBQ, candles, campfires/bonfires, fire performances, special effects)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Pyrotechnics or fireworks (e.g., aerial or ground effects, close proximity, spark machines/fountains)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Vehicle on display in an assembly space (e.g., tent, convention center, mall), or parked in any location for television/commercial/movie production	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Change of building use for the event (e.g., office or warehouse used for dining, concert, or party; retail space used for a maze or other attraction)	

C. CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that the above is true:

Print name:	Signature:
Phone Number:	Email: Date:

Questions? Call (714) 573-6254

THIS SECTION TO BE COMPLETED BY OCFA

<input type="checkbox"/> OCFA Permit NOT Required	<input type="checkbox"/> OCFA Permit required Submit a permit application to OCFA
Signature: _____ ID#: _____ Date: _____	



ORANGE COUNTY FIRE AUTHORITY

SPECIAL EVENT PERMIT

SEP

THIS SECTION TO BE COMPLETED BY APPLICANT

EVENT INFORMATION			
EVENT NAME			
<input type="checkbox"/> 1-DAY EVENT	<input type="checkbox"/> MULTI-DAY EVENT	EVENT DATE(S)	START & END TIME
SITE INFORMATION (Where the event is taking place)			
ADDRESS		CITY	ZIP
PROPERTY OWNER/AGENT		TITLE	PHONE
APPLICANT INFORMATION (Who's requesting the permit)			
BUSINESS OWNER/AGENT		COMPANY	PHONE
ADDRESS		CITY	ZIP
INSPECTION CONTACT		PHONE	EMAIL
IS THIS REQUEST ON BEHALF OF A CITY/COUNTY, SCHOOL DISTRICT, OR OTHER PUBLIC AGENCY? <input type="checkbox"/> No; <input type="checkbox"/> Yes, Agency:			
STATEMENT: I hereby acknowledge that I have read this application that all information given is correct, and that I am the Owner or duly authorized agent of the Owner. All permits or certificates issued shall be presumed to contain the provisions that the applicant, agent and employees shall carryout the proposed activities in compliance with all laws and regulations applicable thereto, whether specified or not, and in complete accordance with approved plans and specifications. Any permit or certificate which purports to sanction a violation of any applicable law or regulation shall be void, and any approval of plans and specifications in the issuance of such permit shall be likewise void.			
OWNER/AGENT (PRINT NAME)		SIGNATURE	DATE SIGNED
SEND FORM TO: SpecialEvents@ocfa.org, or fax to 714-368-8836			Questions? Call (714) 573-6254

THIS SECTION TO BE COMPLETED BY OCFA

SPECIAL ACTIVITY #	RECEIVED DATE
APPLICABLE PERMIT(S)/FEE(S)	
<input type="checkbox"/> M130 – MISC EVENT..... \$48	<input type="checkbox"/> AT1.1 – Tent (OTC).....\$202 x (hr)
<input type="checkbox"/> M131 – MINOR EVENT..... \$147	<input type="checkbox"/> AT1 – Tent..... \$202 x (hr)
<input type="checkbox"/> M132 – MAJOR EVENT..... \$294	<input type="checkbox"/> AC2 – Carnival/Fair..... \$202 x (hr)
<input type="checkbox"/> M150 – Admin/Drive..... \$70 x ()	<input type="checkbox"/> AC1R – Candle/Open Flame..... \$68
<input type="checkbox"/> M152 – Time & Materials... \$202 x (hr)	<input type="checkbox"/> AL1R – Liquefied Petroleum Gas..... \$68
<input type="checkbox"/> M133 – Expedite..... \$ _____	<input type="checkbox"/> AF32R/33R – Flam/Comb Liquid..... \$86
<input type="checkbox"/> AO1 – Open Burning/Bonfire.... \$202 x (hr)	<input type="checkbox"/> AF1 – Fireworks Stand..... \$122
<input type="checkbox"/> AF2 – Fireworks (e.g. 4 th of July).....\$1876	<input type="checkbox"/> AF21 – Fireworks (e.g., homecoming)..... \$469
<input type="checkbox"/> AF22 – Pyrotechnics (e.g. close proximity)...\$801	<input type="checkbox"/> Other \$ _____
REVIEWED BY: ID # _____ DATE _____	<input type="checkbox"/> No OCFA permit required <input type="checkbox"/> Ops notification required
Res _____ Ins _____ Drv _____ Total _____	TOTAL DUE \$ _____
STATUS <input type="checkbox"/> Conditions Sent <input type="checkbox"/> Invoiced <input type="checkbox"/> Scheduled <input type="checkbox"/> Ops Notified <input type="checkbox"/> Tracker <input type="checkbox"/> QC <input type="checkbox"/> Other:	
CONDITIONS / LIMITATIONS OF PERMIT: <input type="checkbox"/> See attached conditions (# of pages: _____) Follow all permit conditions.	AN INSPECTION WAS CONDUCTED AND THIS EVENT/ACTIVITY HAS BEEN FOUND TO BE IN COMPLIANCE WITH THE PROVISIONS OF THE CALIFORNIA FIRE CODE AND OTHER RELATED CODES AND ORDINANCES. THE INSPECTION INCLUDED A REVIEW AND APPROVAL OF ALL AREAS TO BE USED FOR THE SPECIAL EVENT/ACTIVITY AND ALL RELATED FIRE PROTECTION EQUIPMENT.
<input type="checkbox"/> NO INSPECTION REQUIRED	INSPECTED BY: _____ ID#: _____ DATE: _____
<input type="checkbox"/> INSPECTION REQUIRED Date: _____ Time: _____ ➔	If an inspection is required, this permit is not valid until signed by the inspector