



Special Events Application

Fire Safety

To determine conformance with the Fire and Life Safety Standards of Title 19 and 24, California Code of Regulations, please complete this application and send it to the Fire Safety Division for plan review. Along with the application, please submit a detailed site plan of the area where the event is intended to take place.

Submittal Requirements

In order to ensure adequate time to process plans, the following must be provided to the Fire Safety Division two weeks prior to the event.

1. An accurate scale or dimensioned site diagram indicating (where applicable):
 - A. Specific areas for parking of vehicles shall be detailed on the site plan.
 - B. Dimensions for all tents, canopies, and membrane structures.
 - C. Location of event to existing buildings or structures.
 - D. A statement which identifies the intended use of all structures.
 - E. The sidewalls, drops, top, floor coverings, and decorative materials shall be composed of flame-resistant material or treated with a flame retardant material in an approved manner.
 - F. A statement which indicates the proposed use of any heating and/or cooking equipment or open flame devices in conjunction with the event.
 - G. Locations of any additional emergency equipment such as those lines or emergency power supplies if required.

2. A floor plan shall be submitted and the following shall be shown (where applicable):
 - A. Proposed seating arrangements.
 - B. Locations and dimensions of tables.
 - C. Locations and type of all other interior obstacles.
 - D. Exit locations; dimensions required.
 - E. Location and type of exit signs.
 - F. Locations of all emergency exit pathways shall be maintained at all times.
 - G. Locations of NO SMOKING signs.
 - H. Location of portable fire extinguishers.

3. Additional submittal requirements for fireworks/pyrotechnics displays are:
 - A. Fireworks display site (i.e. audience seating, restricted areas, landing zone, etc.).
 - B. Complete manifest of size and number of fireworks to be discharged
 - C. Transportation route that will be taken on campus.
 - D. Proof of insurance.
 - E. Current pyrotechnics license of an approved California agency.

Inspection Requirements

A site inspection shall be scheduled a minimum of 2 days prior to the date of the event. An inspector from the Fire Safety Division will verify that all recommendations from the plan review process were made. The inspector will also verify that all Fire and Life Safety requirements are in compliance with all Fire and Life Safety Standards of Title 19 and 24, California Code of Regulations.



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Check all boxes that apply to the event. Refer to the **Special Events Program** (hyperlink) to see if your event requires approval from the Fire Safety Division.

- Outdoor Assembly Tent/Canopy Open Flames TV/Movie Filming Fireworks/Pyrotechnics

Event Coordinator: _____

Coordinator Contact Number: _____

Contact E-mail _____

Department/Organization: _____

Date(s) of Event: _____

Time of Event: Start: _____ End: _____

Location: _____

Event Description: _____

Zot mail (2725), fax [(949) 824-8539] or email {firesafety@uci.edu} a complete application to the Fire Safety Division for review and approval.

Reviewed By:	Approval Yes / No
Signature:	Date:

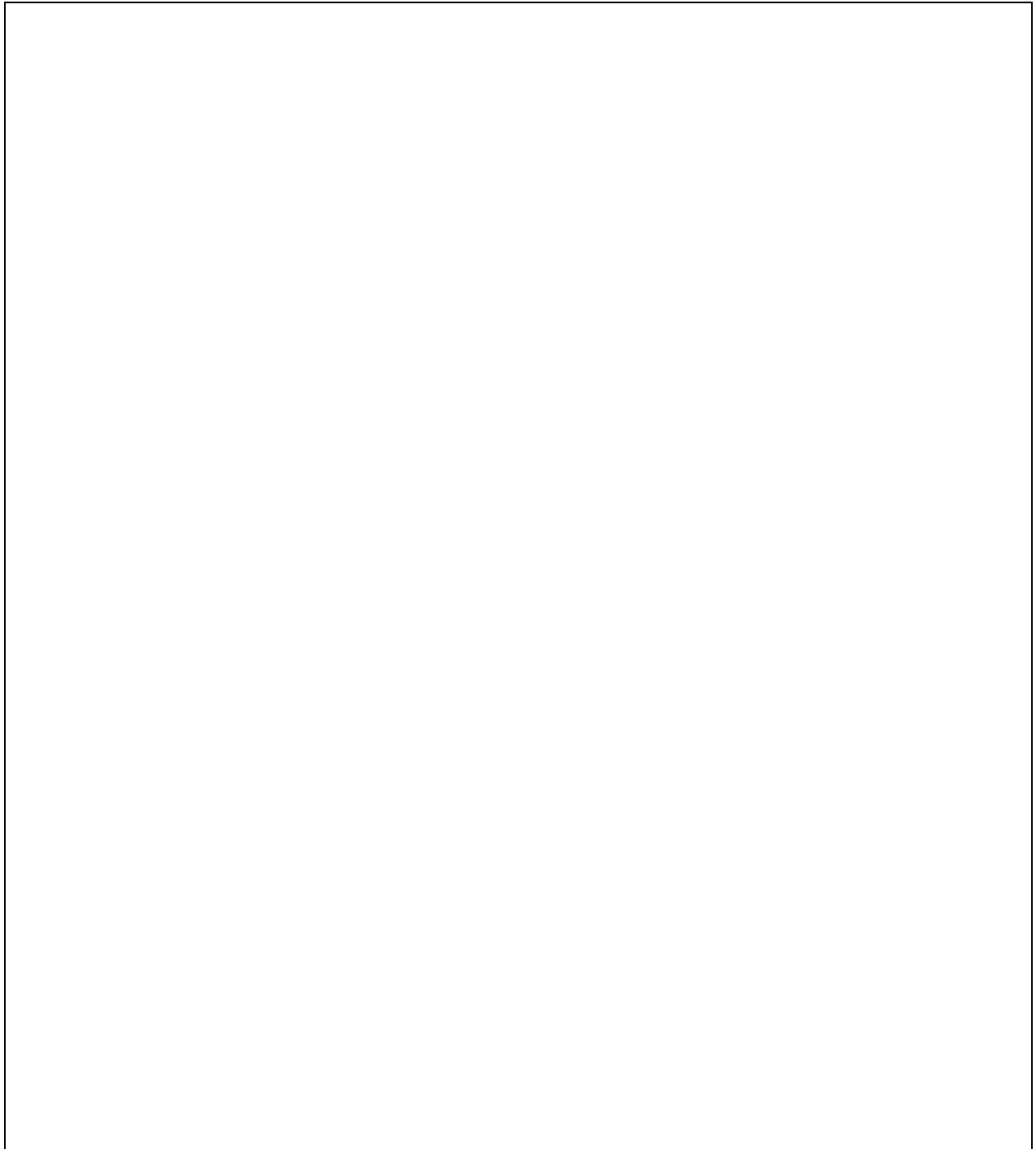
This application is to be used for the above date(s) and activity only. The area must be restored to its original condition following the event.

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Provide a detailed sketch of the event site plan in the area below or attach a site plan to the application. Include all of the required fire/life safety items discussed in the previous sections in this sketch.



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