



CITY OF PASADENA FIRE DEPARTMENT
 Fire Prevention Division
SPECIAL EVENT PERMIT APPLICATION



This form shall be submitted a minimum of two weeks prior to event with a set of plans.

Name of Event: _____

Date: _____

Time: _____

Address: _____

Move in Date: _____

Largest Estimated Daily Attendance: _____

Event Sponsor: _____

Contact Person: _____

Address: _____

City, State & Zip: _____

Telephone Number: _____ Cell Phone: _____

E-mail: _____

Web Site: _____

Event Decorator: _____

Contact Person: _____

Address: _____

City, State & Zip: _____

Telephone Number: _____ Cell Phone: _____

E-mail: _____

Web Site: _____

Street Closure Yes No **TUP** Yes No

Event Type: Public Private Trade Other _____

Dining: Yes No

Cooking on Site: Yes No **If yes, check one:** Charcoal/Wood Propane

Contact the Health Department for permitting requirements at (626) 744-6004 if the event is open to the public and food will be sold or given away.

Please briefly describe your event: _____

If using a generator, please describe of generator (brand/wattage/amps):

The following items have special Fire Department regulations and may require a permit. Please check any that may apply to your event:

- Warming Food with Canned Heat
- Open Flame Devices – BBQ Grills
- Propane Heaters
- Candles
- Flammable or Combustible Liquids
- Flammable or Compressed Gases
- Liquefied Flammable Gas - Propane
- Flammable Decorations
- Lasers or Special Effects
- Fireworks
- Portable Generators
- Motor Vehicle on Display
- Tents or Canopies (with or without walls) - If selected – Complete Tent Permit Application
- Inflatable Bounce Houses/Jumpers
- Carnival Rides

Signed: _____ Date: _____

Title: _____

Thank you for taking the time to provide us with this information. When you have completed this application, please return it via email, fax or mail to:

**Pasadena Fire Department
Fire Prevention Division
215 North Marengo Avenue, Suite 195
Pasadena, CA 91101**

Fire Prevention: (626) 744-7049
Fax: (626) 291-0913

You will be contacted by the inspector in charge of special events from the Fire Prevention Division regarding your event.