

Fire Permit #:	City of Santa Rosa Fire Department 2373 Circadian Way, Santa Rosa, CA 95407 SPECIAL EVENT PUBLIC ASSEMBLY PERMIT APPLICATION (applications & payments not accepted more than 6 months in advance)	Office: (707) 543-3500 Fax: (707) 543-3520
Less than 5 days before event fees will be expedited - please refer to fee schedule		
THIS IS NOT A PERMIT! A Permit will be issued only upon compliance with all applicable requirements.		
Description of Event:		
Address of Event:		
Date of Event:	Hours of Event:	
An inspection is REQUIRED before the event starts. Specify when you will be ready for an inspection:		
Date:	Time:	Contact Person:
Phone #:		
The following information is required to be submitted with this application. All information must be provided <u>before</u> this application is accepted and processed:		
Yes <input type="checkbox"/> No <input type="checkbox"/>	Floor plans, include location of tables, chairs, stages, aisles, exits, displays, booths, etc. Plan shall have dimensions and/or scale indicated.	
Yes <input type="checkbox"/> No* <input type="checkbox"/>	Provide certificate of flame retardant for all decorations, if used. *If no, explain here: _____ Contact person for decorations: _____ Phone #: _____	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Total anticipated occupant load. Number of tickets sold: _____ Number of people at any one time: _____	
Yes <input type="checkbox"/> * No <input type="checkbox"/>	Will candles/open flame devices be used? *If yes, describe devices: _____ Contact person for candles, etc.: _____ Phone #: _____	
Yes <input type="checkbox"/> * No <input type="checkbox"/>	Will tents, canopies, or awnings be used? *If yes, a separate permit may be required. Indicate size of tent or canopy: _____ Contact person: _____ Phone #: _____	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Will there be cooking on site? If propane is used, a separate permit is required. Contact person: _____ Phone #: _____	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Provide a City Business Tax Certificate if event is selling goods or services. Contact Revenue & Collections at (707) 543-3170. Certificate # _____	
APPLICANT INFORMATION:		
Organization/Company/Individual:	Phone #:	
Address of above:	City, State, Zip:	
Mailing Address:	City, State, Zip:	
Contact Person:	Email:	Phone #:
Signature of Applicant:	Date:	