

L.A. COUNTY FIRE DEPT. AND BUILDING & SAFETY REQUIREMENTS

For any large scale events, a special event permit is required from the L.A. County Fire Department. **At least two weeks prior**, all event coordinators should complete the attached copy of the special event and requirements form & submit to the Fire Department for review. When events take place it is very important that the local fire stations be informed and receive a copy of the **approved** permit. Also whenever there is a stage set up you are required to submit all the specs, etc. to Building & Safety for plan review, approval and pull a permit. Please submit all forms to the following:

Building & Safety and the L.A. County Fire Dept.
26600 Agoura Rd., Suite 110
Calabasas, CA 91302
(818) 880-0433 (P)
(818) 880-0345 (F)

After the L.A. County Fire Department's approval & if necessary Building & Safety, please submit approved copies, forms, permits & all paperwork to the LVUSD Facilities Office for your permit.

Thank you,
Sharon L. Gonzales
LVUSD Facility Clerk
(818) 878-5275 (P)
(818) 880-6810 (F)



**COUNTY OF LOS ANGELES
FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

PUBLIC ASSEMBLAGES AND EVENT INFORMATION

Section 403, Public Assemblages and Events, of Los Angeles County Fire Code (Title 32) states:

403.1 Fire watch personnel. When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or any other place where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall provide one or more fire watch personnel, as required and approved, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

403.1.1 Duties. Fire watch personnel shall keep diligent watch for fires, obstructions to means of egress and other hazards during the time such place is open to the public or such activity is being conducted and take prompt measures for remediation of hazards, extinguishment of fires that occur and assist in the evacuation of the public from the structures.

403.2 Public safety plan. In other than Group A or E occupancies, where the fire code official determines that an indoor or outdoor gathering of persons has an adverse impact on public safety through diminished access to buildings, structures, fire hydrants and fire apparatus access roads or where such gatherings adversely affect public safety services of any kind, the fire code official shall have the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety.

403.2.1 Contents. The public safety plan, where required by Section 403.2, shall address such items as emergency vehicle ingress and egress, fire protection, emergency medical services, public assembly areas and the directing of both attendees and vehicles (including the parking of vehicles), vendor and food concession distribution, and the need for the presence of law enforcement, and fire and emergency medical services personnel at the event.

403.3 Crowd Managers. Trained crowd managers shall be provided for facilities or events where more than 1,000 persons congregate. The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers shall be permitted to be reduced where the facility is equipped throughout with an approved automatic sprinkler or based upon the nature of the event.

403.4 Fire safety officers and advisors. When in the opinion of the fire code official, it is necessary for the preservation of life or property, due to the hazardous nature of an event, production, operation or function, the fire code official shall require, the owner or lessee to employ or cause the employment of one or more approved fire safety officers or advisors, to be on duty at such place during the hazardous activity.



**COUNTY OF LOS ANGELES
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PUBLIC ASSEMBLAGES AND EVENT DECLARATION

FIRE DEPARTMENT APPROVAL FOR A PUBLIC ASSEMBLAGE OR EVENT AS REGULATED IN SECTION 403 OF THE LOS ANGELES FIRE CODE (TITLE 32) REQUIRES DETAILED INFORMATION TO BE SUBMITTED IN ORDER TO CHECK FOR APPLICABLE REGULATIONS.

Return this form along with a detailed letter and scale plot plan describing the event you are proposing. Include a description of the event, dates, times, and any special information that is requested. Show distance from structures and parking areas. Show emergency vehicle access to the event and any other pertinent details relating to emergency and fire safety issues such as emergency exiting, sitting plans, fire hydrant location, fire sprinkler connections, generators, tents, carnival rides, floats, cooking areas, combustible brush and grass, parking, fencing, barricades, and structures, etc., involved in or affected by the event.

Type of event: _____

Location of event: _____

Date/time of the event: _____

Promoter: _____

On-site responsible person: _____

Contact information: _____

Expected total attendance: _____ Average attendance: _____

Medical services provided at event?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number and qualification on letter.
Providing security personnel?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number and company name on letter.
Using flammable liquids or gas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount and location state on plan/letter.
Using temporary structures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number/size shown on plan/letter.
Using cooking/heating equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show on the plan/letter.
Altering access roads or Bldg exits?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show on the plan/letter.
Using fireworks or pyrotechnics?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show permit and license/letter.
Using open flame devices or fire?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Show on plan/letter.

If you answered yes to any of the above questions, please include detailed information about each item in your declaration letter and show details on the plot plan.

Signature
Rev 02/11

_____ Date