



NORTHSTAR FIRE DEPARTMENT

910 Northstar Drive
 Truckee, CA 96161
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SPECIAL EVENT PERMIT APPLICATION

Please submit this completed application to the Northstar Fire Department for review and approval. Applications shall be submitted 5 business days in advance of the event to ensure sufficient time for review and processing.

Please allow a minimum of 2-3 days for your application to be reviewed and approved.

EVENT INFORMATION	Event Name:		
	Location:		
	Sponsoring Organization:		Type: Circle All that Apply
	Description:		<input type="checkbox"/> Concert / Performance <input type="checkbox"/> Reception <input type="checkbox"/> Festival <input type="checkbox"/> Sales <input type="checkbox"/> Fundraiser <input type="checkbox"/> Sporting <input type="checkbox"/> Parade / Procession <input type="checkbox"/> Tournament <input type="checkbox"/> Other:
	Event Date(s):		Start Time: End Time:
	Event Setup:	Event Tear Down:	# of Attendees:

Applicant is company and/or individual that the permit will be issued to.

APPLICANT INFORMATION	Name/DBA:	Contact Name:
	Address:	Telephone:
	City, State Zip:	Email:

SITE PLAN

Attach a reproducible layout of the event with all of the following applicable items:

- | | | |
|---|--|--|
| <input type="checkbox"/> Area Restriction Devices (i.e. Barricades) | <input type="checkbox"/> LPG Propane Generator | <input type="checkbox"/> Launch Site of Pyrotechnics |
| <input type="checkbox"/> Emergency Exits | <input type="checkbox"/> Map of Route for Parades, Races, etc. | <input type="checkbox"/> Open Flame Devices |
| <input type="checkbox"/> Emergency Vehicle Access-12ft. min. width | <input type="checkbox"/> Stage | |
| <input type="checkbox"/> Equipment Requires Electric Power | <input type="checkbox"/> Tents/Temporary Structures | |
| <input type="checkbox"/> Fire Extinguishers | <input type="checkbox"/> Vehicle(s) | |

FIRE SAFETY OFFICER CONSIDERATIONS

Depending on expected attendance, event location and other factors, an on-site Fire Safety Officer (FSO) will be needed.

Below are some common factors for an FSO requirement:

- | | |
|---|--|
| <input type="checkbox"/> Events Held Indoors that are Non-Sprinklered | <input type="checkbox"/> Significant Change of Use |
| <input type="checkbox"/> Generator Greater Than 2k Watts | <input type="checkbox"/> Tents with 500 or More People |

ERECT A TENT, CANOPY OR MEMBRANE STRUCTURE

A permit must be issued, if a tent is over 400 sq. ft. (regardless of use) or a tent, canopy or membrane structure will be installed by a third party. Consult Northstar Fire Department’s Regulations for Outdoor Gatherings and Events and/or contact the Fire Prevention/Community Risk Reduction office for details regarding tent, canopy and membrane structure requirements.

Tent Installed By:

Contact Party:

Telephone Number:

	Quantity	Size		Area	Total
Please fill in Quantity and Size. The other columns will populate			X		
			X		
			X		
			X		
			X		
Total # of Tents & Canopies				Total Floor Area	

ACTIVITIES/USES

Check all the applicable operations noted below. The Northstar Fire Department must approve **and** permit any of the following activities/uses. **Please note that sparklers are not permitted for Special Events.**

Candles/Open Flame (incl. fire pits)

Fireworks

Special Effects

Carnivals & Fairs

Lighting Pyrotechnics

LPG/Propane Used For Heating Or Cooking

Food Trucks

Exhibits & Trade Shows

Application is made to the Northstar Fire Department for review of plans, inspection and approval of the described activity or work that will meet all applicable standards. No work and/or event will take place until a Fire Department permit is received. We understand working without an approved event plans and a permit will result in delays and an investigation. A “stop work” order may be issued for the project until the investigation is complete.

Contractor or Authorized Representative Signature

Date