



**SANTA BARBARA COUNTY FIRE DEPARTMENT
FIRE PREVENTION DIVISION**
4410 Cathedral Oaks Rd., Santa Barbara, CA 93110
(805) 681-5500 Fax (805) 961-5563

APPLICATION FOR SPECIAL EVENTS (Carnivals, Fairs, and/or Festivals)

1. Address/Location of Event: _____
2. Name of Event: _____
3. Contact Name for Applicant _____ Business Phone: _____
4. Applicant Email Address: _____ App. Cell Phone: _____
5. Applicant Billing Address: _____
6. Event Dates: _____
7. Estimated Number of Attendees: _____ Estimated Number of Staff: _____
8. Special Events Application submitted to County Planning and Development: Yes No
9. Installation and Removal Date(s) Set Up: _____ Take Down: _____
10. Any Stages to be Erected? Yes No
11. Number of Stages: _____ Size: _____ ft. x _____ ft. Size: _____ ft. x _____ ft.
12. Number of Tents: _____ Size: _____ ft. x _____ ft. Size: _____ ft. x _____ ft.
- Number of Canopies: _____ Size: _____ ft. x _____ ft. Size: _____ ft. x _____ ft.
13. Site Inspection: Date: _____ Approximate Time: _____

NOTE: Certificates of Flame Resistance for all tent fabrics and all interior decorative fabrics shall be provided to fire department at before issuance of permit (submit with application or provide at site inspection).

14. Lighting Installed inside tent(s): Yes No Heating: Yes No
 15. Cooking Appliances to be used at event? Yes No
- Explain type of equipment to be used for heating and cooking appliances and type & quantities of fuel:
- _____
- _____

16. Will any public streets or alleyways be blocked? Yes No
Indicate street names with roadblock locations on a map to be included with application.
17. Will any private driveways and/or entry points be blocked? Yes No
Indicates driveway address(es) and blockage locations on a map to be included with application.
18. Fire Suppression and Notification Plan Attached? Yes No
19. Evacuation Plan Attached? Yes No
20. Medical Plan Attached? Yes No
21. Communications Plan Attached? Yes No
22. Event Planning Map and/or Diagram Attached? Yes No

Santa Barbara County Fire Department
APPLICATION FOR CARNIVALS, FAIRS, AND/OR FESTIVALS (continued)

PROCEDURE:

- A. Review all requirements for special events presented on SBCFD's Code Summary for Permits – Special Events (Carnivals, Fairs & Festivals) located on our department website www.sbcfire.com. Click on “Doing Business/Inspection Services” to find the Code Summary.
- B. Complete online application and “Save As” with document name of site address/location. Create site plan, scan (if hand drawn) and email application and site plan to: Inspection.Services@sbcfire.com
- C. Your application will be reviewed for completeness and compliance to location and distance requirements.
- D. An evaluation will be made as to whether a Fire Suppression Plan, Evacuation Plan and/or Medical Plan shall be required.
- E. A reply email will be sent to you stating whether your application has been approved or if additional information is required.
- F. Once all information is deemed adequate and initial set up plan is approved, applicant will be notified via email to contact the appropriate Santa Barbara County fire station to schedule a safety inspection which is required prior to permit issuance.
- G. After application approval has been received, contact said fire station at least 24 hours PRIOR TO SETUP to arrange a time for site inspection of the event site.
- H. The site inspection date and time should be sufficiently in advance of the event so that if there are problems or standing violations, they can be corrected after the site inspection and prior to start of event.
- I. The cost of the Carnival/Fair permit is \$99.00 to \$297.00 depending on the number of occupants. If the initial site inspection results in violations and a re-inspection is required, an additional fee may be added to the cost of the Carnival/Fair permit.
- J. A satisfactory engine company inspection will result in verbal approval which will act as temporary permit until paper permit is mailed to applicant.
- K. If a written and signed approval letter is needed from the Santa Barbara County Fire Department, said letter can be obtained from the Fire Prevention Division after successfully passing the Engine Company safety inspection.
- L. A bill for the permit fee will be mailed to the billing address on the application after the site inspection insures compliance to California Fire Code requirements.
- M. Failure to make timely payment for a permit will result in your company not being able to obtain any future required permits.
- N. If you not have access via email, you may print up the application and mail or fax completed application with site plan to address and numbers above.