



# COUNTY OF LOS ANGELES FIRE DEPARTMENT

Fire Prevention Bureau  
590 S. Park Ave.  
Pomona, CA 91766  
909-620-2216/Fax 909 620-2086

## FAIRPLEX APPLICATION FOR PERMIT

**NOTE: THIS COMPLETED APPLICATION MUST ACCOMPANY FLOOR PLANS BEFORE FIRE DEPARTMENT REVIEW AND APPROVAL OF YOUR EVENT. PLEASE READ THE FAIRPLEX FIRE SAFETY REGULATIONS INCLUDED IN YOUR PARTICPANTS PACKET BEFORE SUBMITTING.**

Application is hereby made by the undersigned for a permit to engage in the following activities, (Please check all items that will be included in your event):

- OPEN FLAME/CANDLE
- TENTS/T.M./CANOPIES (>400 SQ FT)
- LPG (PROHIBITED INSIDE BUILDINGS)
- FLAMMABLE LIQUID
- FUELING OPERATIONS
- PYROTECHNIC OPERATIONS
- STAGES & PLATFORMS (Need FD/B&S approval)
- AUTOMOBILE DISPLAY INSIDE BUILDINGS
- EXHIBIT OR TRADE SHOW
- MASS GATHERING (OVER 10,000 PATRONS ea. day)
- OTHER

EVENT NAME \_\_\_\_\_

EVENT DATE(S) \_\_\_\_\_ TIME \_\_\_\_\_ (AM, PM) TO \_\_\_\_\_ (AM, PM)

CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

DAILY ATTENDANCE FIGURE(S) \_\_\_\_\_

Provide floor plans (4 copies Minimum) detailing your activity, showing exits, aisles, seating arrangements, interior and exterior displays, etc., at least 30 days prior to the event. **All dimensions shall be clearly marked or labeled. Data summary shall point out all significant information.**

All plans shall have Fairplex Fire Safety services approval and date stamp prior to submission to Los Angeles County Fire Department. All events shall be in accordance with the LA County Fire Code and the LA County Fire Prevention requirements.

At the Fire Chief's discretion, a Fire Safety Officer may be required to assess and monitor events for potential hazards or harmful conditions or materials. Fire Safety Officer(s) shall report to and be accountable only to the Chief of the Fire Department. **I understand that I may be required to provide Fire and Safety protection at my expense and arrange with the Fire Prevention Bureau for a Fire Safety Officer(s).**

APPLICANTS COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE /ZIPCODE \_\_\_\_\_

BUSINESS PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_ SIGNATURE \_\_\_\_\_

By your signature you acknowledge your responsibility to know and to follow the Fire Safety Regulations governing your event and to inform your participants of these Requirements. Failure to follow these regulations may result in a delay in event opening or of event cancellation.

**(COMPLETE REVERSE SIDE)**

**LOS ANGELES COUNTY FIRE DEPARTMENT**  
**East Region Pomona Fire Prevention Office**  
 (909) 620-2216 / FAX (909) 620-2086

## FAIRPLEX PLANCHECK REQUIREMENT CHECK OFF SHEET

The following list is provided to assist you in floor plan approval, it outlines the major items that should be shown on your floor plan; there may be additional items specific to your event that are required to be indicated. We reserve the right to request additional information in order to approve your plans. The Fire Department shall be immediately notified of any changes to floor plans. Note: Your event cannot proceed without approved plans.

ITEMS	SHOWN	N/A	NOT SHOWN (Office use only)
1. DATE STAMP (To be applied to plans by Fairplex staff)			<input type="checkbox"/>
2. FIRE LANES (26' WIDTH) WITHIN 150' OF ALL ACTIVITIES			<input type="checkbox"/>
3. AISLES & EXIT PATHS			<input type="checkbox"/>
4. SEATING/TABLES/BLEACHERS DIAGRAM			<input type="checkbox"/>
5. FIREFIGHTING APPLIANCES CLEARANCE			<input type="checkbox"/>
6. FOOD PREPARATION: CONCESSION STANDS/COOKING AREAS (HOOD SYSTEMS AND EXTINGUISHERS-CURRENT SERVICE TAG)			<input type="checkbox"/>
7. ALL DIMENSIONS CLEARLY MARKED OR LABELED			<input type="checkbox"/>
8. TENTS/TEMP.MEMBRANE AND CANOPIES (locations with dimensions)			<input type="checkbox"/>
9. STAGES & PLATFORMS (Need FD/B&S approval)			<input type="checkbox"/>
10. ATTENDANCE FIGURE PER DAY			<input type="checkbox"/>
11. COMPRESSED GAS/CYLINDER STORAGE LOCATIONS (Secured?)			<input type="checkbox"/>
12. ALL OUTDOOR ACTIVITIES (Must be noted on plans)			<input type="checkbox"/>
13. AUTO DISPLAYS INSIDE AND OUTSIDE BUILDINGS)			<input type="checkbox"/>
14. DISPLAYS, EXHIBITS, BOOTHS (locations with dimensions)			<input type="checkbox"/>
15. PORTABLE GENERATOR(S) (No access to public, gas or elect.)			<input type="checkbox"/>
16. MEDICAL SERVICES/FIRST AID LOCATION			<input type="checkbox"/>
17. FENCING, BARRICADES			<input type="checkbox"/>
18. LEGEND			<input type="checkbox"/>
19. CERTIFICATE/FLAME RETARDANT (PROVIDED TO F.D.)	YES	NO	(NA)
20. 4 SETS FLOOR PLANS (PROVIDED TO F.D.)			

Numbers 1-20 should all have check marks indicating there status on your floor plans. Any items not shown on your plans and not check marked "Shown" on this list will be assumed as not part of your event and may not be permitted.

Additional Comments: \_\_\_\_\_