



**NEWPORT BEACH FIRE DEPARTMENT  
FIRE PREVENTION DIVISION**

100 Civic Center Drive | Newport Beach, CA 92660  
[www.newportbeachca.gov](http://www.newportbeachca.gov) | (949) 644-3106 | FAX (949) 644-3120

NEWPORT BEACH FIRE DEPARTMENT  
FIRE PREVENTION DIVISION  
THIS **FIRE PERMIT** HAS BEEN APPROVED  
BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

*Application for*  
**TEMPORARY PERMIT TO OPERATE**

APPLICANT INFORMATION		BILLING INFORMATION	
Business Name:		Business Name:	
Phone:		Phone:	
Email:		Address:	
Contact Name:		Contact Name/Dept:	

**EVENT INFORMATION**

Event Name:		
Event Address:		
Event Date:	Event Time:	No. of Attendees:

**SPECIAL EVENT PERMIT INFORMATION**  
*(A site plan is required for all permits. Fee applies to each individual Permit as marked below)*

**Tents and Membrane Structures**      Size of tent(s) \_\_\_\_\_  
 In excess of 400 sq ft with sides or 700 sq ft without sides Site plan required to include the following: ▶ Square Footage of canopy, tent or membrane structure ▶ Number of Tent Walls ▶ Location of Exits (include size, type, etc.) ▶ Location of Fire Extinguishers (minimum 2-A: 10-B:C) with current service tag ▶ "No Smoking" signs ▶ Diagram for interior including location of chairs, tables, merchandise ▶ Occupant load for event. Use 15 square feet per person for events with tables and chairs. Use seven square feet per person for events without tables and chairs. An approved occupant load will be listed as a requirement of permit when issued.

**Liquefied Petroleum Gas (LP-gas)**      Size of tank(s) \_\_\_\_\_      Quantity of tanks \_\_\_\_\_  
 ▶ Site plan required showing location of cooking or heating equipment and structures  
 ▶ Weeds, grass, brush, trash, and other combustible materials shall be kept a minimum of 10 feet from LP-gas tanks

**Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings**      Quantity of vehicles \_\_\_\_\_  
 ▶ Diagram required of interior including location of chairs, tables, vehicles and location of exits.

**Other (specify)** \_\_\_\_\_

**SPECIAL EVENT FEES**

\$166.00 - Per Individual Permit as marked above, (inspection fee included if during weekday normal business hours)  
 \$219.00/hr – Inspection during contiguous normal business hours (1-hour minimum)  
 \$219.00/hr – Inspection during non-contiguous normal business hours, weekend, or holiday (2-hour minimum)  
 Inspection Required  
 Special conditions of permit apply – see attached

**ADMINISTRATION ONLY**

Total Fee for \_\_\_\_\_ Permit(s) & Inspection: \$ \_\_\_\_\_      Account: 01040402-521210