



**COUNTY OF SONOMA**  
**DEPARTMENT OF EMERGENCY SERVICES**  
 FIRE SERVICES \* EMERGENCY MANAGEMENT \* HAZARDOUS MATERIALS



MARK ASTON, DIRECTOR/FIRE CHIEF

|                       |                        |                 |
|-----------------------|------------------------|-----------------|
| Applicant Name:       | Date of Event:         | Hours of Event: |
| Business Name:        | Address of Event:      |                 |
| Address of Applicant: | City State Zip:        |                 |
| City State Zip:       | Contact Person Name:   |                 |
| Applicant's Phone     | Contact Person Phone:  |                 |
| Applicant's Fax:      | Contact Person Fax:    |                 |
| Applicant's Email:    | Contact Person E-mail: |                 |
| Application Date:     | PRMD Permit Number:    |                 |

**Plans & Drawings:**

1. Diagram of event area indicating emergency access routes and parking areas.
2. Location and size of tents, canopies etc.
3. Location of nearby buildings, roads, and other important features
4. Location of cooking facilities, concession stands etc.
5. Tents and important buildings are dimensioned
6. Seating plan with exit isles provided
7. Location of generators, propane, water supply etc
8. A common scale is used and plan information is legible.

**Documentation:**

9. Staff credentials provided
10. Law Enforcement authority clearance
11. Zoning, Encroachment and other community development and authority clearances
12. Property owner written approval
13. Certificate of liability insurance provided
14. Certificate of employee's compensation insurance provided

**Overall Event Profile: – check all that apply**

| EVENT CONDITIONS          |                                 |                           |           | SAFETY PROVISIONS          |  |
|---------------------------|---------------------------------|---------------------------|-----------|----------------------------|--|
| NATURE OF EVENT           | VENUE                           | AUDIENCE SEATING          | NUMBER    | SECURITY                   |  |
| Music festival            | Indoors                         | Fixed Seating             | < 100     | Event Staff Ushers         |  |
| Public exhibition         | Stadium                         | Non-fixed Seating         | < 500     | Event Staff Security       |  |
| Street fair               | Outdoor in confined area        | Festival Seating/Standing | < 1,000   | Private Security           |  |
| Dance event               | Other outdoor, eg lawn festival | Standing only             | < 2,000   | Law Enforcement            |  |
| Agricultural/country show | Widespread area in streets      | Tables & Chairs           | < 3,000   | EMERGENCY MEDICAL          |  |
| Carnival                  | Temporary outdoor structures    | ENVIRONMENTAL             | < 4,000   | Event Staff First Aid      |  |
| New Year celebrations     | Includes overnight camping      | Heating provided          | < 5,000*  | Contract EMT               |  |
| Motorcycle/ Auto display  | AUDIENCE PROFILE                | Generator provided        | < 6,000*  | Ambulance Stand-by         |  |
| Aviation event            | Full mix, in family groups      | FOOD & BEVERAGE           | < 7,000*  | FIRE PROTECTION            |  |
| Street theatre            | Full mix, not in family groups  | Catered/Prepared off-site | < 8,000*  | Fire Extinguishers / Hoses |  |
| Marine event              | Predominately adults            | Barbeques on-site         | < 9,000*  | Fire Protection System     |  |
| Pyrotechnic display       | Predominately young adults      | Deep fryers on-site       | < 10,000* | Event Staff Fire Watch     |  |
| Bonfire                   | Predominately children          | Ranges on-site            | < 12,000* | Fire Dept. Stand-by        |  |
| Motor sport               | Predominately elderly           | Grills on-site            | < 15,000* | Fire Engine Stand-by       |  |
| Bicycle / Foot Race       | Rival factions                  | Alcohol Served            | < 20,000* | Fire Rescue Stand-by       |  |

*Approval of this application does not authorize or approve any omission or deviation from applicable regulations.*

*Final approval of this event is subject to a field inspection.*

*See current Fee Schedule for costs associated with Fire Code Permit & field inspections.*

*\* Events larger than 5,000 persons are required to have an event Incident Action Plan.*