



Community Development Agency
Fire Prevention Division
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SPECIAL EVENTS FIRE PERMIT APPLICATION

The following information shall be provided in order to process the special events fire permit:

Address of Event: _____ APN: _____

Type of Event: _____

Date of Event: _____ Hours of Operation: _____

Number of People Anticipated: _____

Contact Name: _____ Address: _____

Phone No.: _____ Email: _____

Numbers of Tents or Canopies: _____ Size of Tent or Canopies: _____

Date Tent / Canopy Being Erected: _____ Date Down: _____

Tent / Canopy / Booth Supplier(s): _____

Number of Booths: Cooking: _____ Non-cooking: _____

Cooking (How prepared): _____

Will There Be Deep Frying? Yes No Will There Be BBQs or Open Flames? Yes No

Entertainment Type: _____ Special Effects: _____

Stages / Platforms: _____ Carnival Rides: _____

Source of Power: Generator Electrical Source of Heat: _____

Access Closure: _____

Submittal Requirement:

Plot plan indicating tents, canopies and/or booths dimensions, distances from other tents, canopies, booths, buildings. Vehicle parking areas and roadways shall be provided.

A seating/table arrangement plan, if applicable, indicating the number of seats, seat spacing, aisle locations and widths, exit widths/locations and exit sign locations shall be provided on a floor plan. (For tents and canopies only)

Office Use

Date Submitted: _____ Permit No: _____ Fee: _____