



Riverside Office:
4080 Lemon Street, 10th Floor
Riverside, CA 92501
Phone: (951) 955-4777 ~ Fax: (951) 955-4886

Palm Desert Office:
77-933 Las Montañas Rd., Ste 201
Palm Desert CA 92211
Phone: (760) 863-8886 ~ Fax: (760) 863-7072

Office Use Only

SPECIAL EVENT PERMIT

FD Permit # _____

County/City Permit# _____

Plans Received

EVENT INFORMATION

Event Name: _____ Event Contact: _____

Address: _____ Phone: _____

City/ Zip: _____ Type of Event: _____

Event Date(s): _____ Time Start: _____ Time End: _____ Total # of people: _____

Additional Notes: _____

APPLICANT/SPONSORING ORGANIZATION INFORMATION

Company Name: _____ Applicant Name: _____

Address: _____ Phone: _____

City/ Zip: _____ Email: _____

Mark all that apply:

Food & Beverage:

[] Catered On-site/off-site [] Barbeques/ Grills [] Deep Fryers [] Ranges [] Woks

Tents/Canopies:

Tents over 400 square feet: _____ Canopies over 700 square feet: _____

Copy of fire retardant certification provided: [] Yes [] No

Booths: Number of booths: _____ Cooking: [] Yes [] No

Generators: Quantity: _____ Refuel Required [] Yes [] No

Open Flame/ Pyro: [] Yes [] No *Form 21 - Special Effects may be required

OFFICE USE ONLY

Fee Paid: _____

Date Paid: _____

Check#: _____

Received By: _____

Receipt#(OCR) _____

[] DBF

Permit Review

[] Approved [] Denied

Reviewed by: _____

Date: _____

[] DBF

Standby / Safety Inspection

Required: [] Yes [] No

Person Assigned: _____

Final Approval: [] Granted [] Denied

Sign: _____ Date: _____

[] DBF