

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_



City of Oakland  
Fire Prevention Bureau  
Special Events Application  
Fire Prevention Bureau



(510) 238-3462  
TTY 510) 238-6884

<b>EVENT INFORMATION</b>			
Person(s) Requesting Event:		Phone #:	
Mailing Address:			
Company:			
Email Address:		Type of Event:	
Phone #:		Is business non-profit? <input type="checkbox"/> Yes – Provide a copy of 501 (c) (3) letter <input type="checkbox"/> No	
Name of Event:			
Event Street Address Location:			
Event Date: (An additional form is required for each day)		Event Time (Begins & Ends):	
Setup Site Completion: Date & Time: _____ AM/PM (Setup is required to be completed 1-hr before Inspector(s) arrive at event site).		On-Site Contact:	Phone #:
No. of Vendors: ____ If applicable, complete food vendor form (food truck, caterer, etc.) & indicate those “selling/cooking” & type of cooking equipment			
Expected amount of people:		Amount (#) of tents & sizes(s):	
Brief description of event:			
<b>FOOD</b>		<b>CATERER (If caterer is being used, provide caterer information)</b>	
WILL FOOD BE SERVED? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, will food be <input type="checkbox"/> HOT or <input type="checkbox"/> COLD (If serving HOT food describe cooking / heating source) Explain: _____ _____		Address:	Email:
Will there be any Open flame, Sterno, Liquid Propane Gas (LPG), etc.?		Contact Name:	Phone #:
<b>PYRO/FIREWORK DISPLAY ONLY (See Section B for Fees)</b>			
Pyro Demo/Pre-Inspection Date:		Time:	AM/PM
Pyro Company and Local Technician:		Phone:	

<b>SECTION A: Type of Event Activity – Select from the following if applicable to either applicant or vendor</b>	<b>Yes</b>	<b>No</b>	<b>Fees</b>	<b>Measurement</b>
Open Flame (Ceremonial/Assembly Area, Restaurant Candles, Sterno, Charcoal BBQ/Fireplace, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	\$220.00	Per Event
Christmas Tree Lots	<input type="checkbox"/>	<input type="checkbox"/>	\$220.00	Each
<b>PUBLIC ASSEMBLY:</b> Carnival / Street Fair / Festival / Circus / Block Party/ and/or 50+ individuals (If more than 5,000, an EMT is required on site for emergency services)	<input type="checkbox"/>	<input type="checkbox"/>	\$220.00	Per Event
Exhibits & Trade Show	<input type="checkbox"/>	<input type="checkbox"/>	\$220.00	Per Event
Liquid Propane Gas (LPG)	<input type="checkbox"/>	<input type="checkbox"/>	\$220.00	Per Event
Tents & Canopies (Excess of 400 sq. ft.) and/or Temporary Membrane Structures (no charge for 10x10 w/no more than 4 attached)	<input type="checkbox"/>	<input type="checkbox"/>	\$220.00	Per Structure
<b>SECTION B</b>				
Food Truck (Inspection PLUS Permit Fee)	<input type="checkbox"/>	<input type="checkbox"/>	\$442.50	Per Truck
Pyrotechnic Special Effects Material (Public Display Concerts/Games)	<input type="checkbox"/>	<input type="checkbox"/>	\$220.00	Per Event
<b>NON-PROFIT (EXEMPT FROM “SECTION A” FEES) (INSPECTION FEES MAY APPLY)</b>				
Non-Profit Business – Provide a copy of 501 (c) (3) etc. letter	<input type="checkbox"/>	<input type="checkbox"/>	\$220.00	Per Event
<b>INSPECTIONS</b>				
Regular Inspection (during reg. workday, Mon. - Fri., 8:00 AM- 3:30 PM is the latest)	<input type="checkbox"/>	<input type="checkbox"/>	\$441.00	Per Hour
After Hour Inspection (Weekdays Before 8:00 AM and After 4:30 PM, including Weekends and Holidays – 2.5 hrs. Minimum = \$1,657.50)	<input type="checkbox"/>	<input type="checkbox"/>	\$1,657.50	\$663.00 P/H

Note: FIRE EXTINGUISHERS: (2A 10BC) required for each booth; K-Type Fire Extinguishers for VENDORS USING DEEP FAT FRYING/ COOKING WITH OIL including outdoor cooking.

- Sound amplification: Contact City Administrator (see below) to learn if the amplification equipment your event will use requires a sound permit. Nancy Marcus - 510-238-3294 - [nmarcus@oaklandnet.com](mailto:nmarcus@oaklandnet.com) or Jasmine Chan – 510-238-6914 - [jchan@oaklandnet.com](mailto:jchan@oaklandnet.com)  
\* Exception – Oakland Parks & Recreation (OPR) reservations, sound permit fees pay directly to OPR
- Please email your application, vendor list, floor plan, & site map (Include any Street Closures) to [RefertoFPEvents@oaklandca.gov](mailto:RefertoFPEvents@oaklandca.gov)

NOTE: ALL APPLICATIONS MUST BE SUBMITTED MINIMUM 10 DAYS PRIOR TO EVENT DATE OR THE EVENT IS SUBJECT TO BEING DENIED - Revised Feb 9, 2022