

FIRE DEPARTMENT



(310) 253-5925

FAX (310) 253-5937

CHRIS SELLERS
Fire Chief

9770 CULVER BOULEVARD, CULVER CITY, CALIFORNIA 90232

MICHAEL BOWDEN
Fire Marshal

FIRE PREVENTION BUREAU

Special Event Application Process

1. Applicant must go to Business License on the First Floor to complete an Event Permit Application. Applicant must also be sure to bring a plot plan of the facility which includes the location of the event on the premise, any stationary objects such as tables, chairs, etc., and dimensions. **Be advised that the Special Event Application Process takes approximately 2 weeks to complete.**
2. Once the Application has been completed, Business License will then direct Applicant to the Planning Dept. on the Second Floor for review and approval of the Plot Plan. Note: other Dept. approvals such as Police & Engineering may be necessary depending on the type of event.
3. Once Planning has reviewed and approved the Plot Plan, they will direct Applicant to Fire Prevention who is also on the Second Floor. Fire Prevention will review and approve Plot Plan for fire and life safety concerns and will issue any pertinent Special Permits (i.e. for tents/canopies, special event fees, open flame, etc.). Fire Prevention will then direct Applicant back to the Business License Bureau on the First Floor.
4. Business License will then accept the Application and Department Approvals and will place it on the Agenda for the Permits and License Committee Meeting for approval consideration. The Permits and License Committee is scheduled to meet every Wednesday. However, the item must be placed on the Agenda no later than the Friday before the next Wednesday Meeting in order to give the public notice as required by the Brown Act.
5. Once the Committee has approved the Application, the Applicant will be able to go forward with the Special Event.

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