Pipe and Drape/Exhibit Booth Permit

Submittal Process

The application must be submitted no less than 14 calendar days prior to the event date. **Failure to do so will result in double the permit fee.** Your application packet must include the following:

1. Fire Code Permit Application
2. Schematic floorplan of the room(s) to be used during the event. Include locations and dimensions of tables or booths, dimensions of aisles, locations of exits, locations of stages or dance floors, locations of A/V and other equipment.
3. Provide expected guest count.
4. Provide proof of flame certification for all drapery/fabric to be used. Must be certified from California Office of State Fire Marshal.
5. Proof of business license with the City of Burlingame or City of Millbrae. Contact Burlingame Finance Department at (650) 558-7212 or Millbrae Finance Department at (650) 259-2350.
6. **Payment of $316.00**, payable to Central County Fire Department.

Inspection Process

You must call Central County Fire Department at (650) 558-7600 to schedule an inspection. If your inspection must occur outside our regular business hours, you will be charged an additional after-hours fee. A representative from your hotel or the event production company must be present. The inspection will consist of the following:

1. Verification of floorplan – locations of tables, booths, displays, etc.
2. Confirm required aisle widths
3. Ensure no trip hazards; electrical cords are secured
4. Ensure all exits are unobstructed and operational

1399 Rollins Road | Burlingame, CA 94010
(650) 558-7600 | www.ccfd.org | @centralcountyfd

Central County Fire Department

Serving the communities of Burlingame, Hillsborough and Millbrae

Fire Code Permit Application

_____
Fire Code Permit Number

Set-up Date/Time: _____

Effective dates: _____ to _____

Assembly # of persons: _____

Site Address: _____

Type of Permit: _____

Responsible Party: _____

Address: _____

Phone Number: _____

Email: _____

Contractor (if applicable): _____

Worker's Compensation #: _____ Business Lic. #: _____

Extent of Use/Operation: _____

_____

_____

PERMIT FEE: _____ DATE PAID: _____

_____ _____
Applicant Signature Date

_____ _____
Inspector Signature Date

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