



Open Flame Permit for religious or other ceremonies (indoors)

1. A fire code permit shall be obtained by Central County Fire Department. Complete application and permit fee shall be submitted at least 14 business days before the event. ***Permit fee is \$291.00**, payable to Central County Fire Department. A site inspection may be necessary and will be determined at time of review.
2. Provide location of open flame, description, dates, and times the flame will be active.
3. Provide a photo or sketch of the appliance/equipment/item to be lit. Include distances to guests, tables, chairs, decorations, props, etc.
4. At least one staff member from the event location (i.e., hotel event staff) shall be present during the open flame and with immediate access to a portable fire extinguisher. Provide acknowledgement of this statement.
5. The open flame shall not be left unattended at any time. Provide acknowledgment of this statement.
6. The open flame shall either be held or kept on a flat and stable surface while lit. Provide acknowledgment of this statement.

****Fee not required for religious ceremonies when approved by the Fire Department.***



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